



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Dr. B.K.B. COLLEGE
• Name of the Head of the institution	Dr Nripen Chandra Das
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	6003181902
• Mobile No:	09864489507
• Registered e-mail	bkbcollege.puranigudam@gmail.com
• Alternate e-mail	bkb.college@hotmail.com
• Address	Puranigudam
• 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
• Name of the IQAC Coordinator	Dr. Abinash Bharali
• Phone No.	08638921458
• Alternate phone No.	08876415278
• Mobile	08638921458
• 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/2019-20.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/1640869085.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C++	68	November 04, 2004	04/11/2004	03/11/2009
Cycle 2	C	2	March 27, 2011	27/03/2011	26/03/2016

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
nil	nil	nil	nil	nil

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	2
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
1. Online admission implemented	
2. Professional training program for faculties and non teaching staff organized	
3. Interactive session of Vice Principal with students organized	
4. Institutional website renewed	
5. Orientation program for students organized for online examination.	
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	

Plan of Action	Achievements/Outcomes
1.College Magazine, News Bulletin, Prospectus and Academic Calendar to be published.	College Magazine 'Korshan', News Bulletin 'Khobor Nama', Prospectus and Academic Calendar, code of conduct are also published.
2.Online admission to be continued	Online admission continued
3.Institutional website to be renewed	Institutional website renewed
4.Purchase of books and renewal of journals	423 number of textbooks, reference books and magazines are purchased and renewed.
5.Feedback from students, Employers, parents, teachers and alumni are to be collected, analyzed and used for improvement of teaching-learning environment.	Done
6.Grievance redressal cell to be revived.	Grievance redressal cell reformed. Also interactive session of Vice Principal with students are organized to address their grievances.
7.Online teaching to be carried out.	Online teaching continued for greater interest of the students during pandemic situation.
8.Professional training program to be conducted	Professional training program for both teaching and non teaching staff were conducted.
9.Awareness program to be continued and conducted.	Awareness program were observed, continued and conducted.
13.Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
Governing Body of Dr. B.K.B. College	24/12/2021

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	18/04/2022

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	1147
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	199
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	39
File Description	Documents
Data Template	View File
3.2 Number of Sanctioned posts during the year	25
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)	16.55
4.3 Total number of computers on campus for academic purposes	67

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

- The Academic Committee, Dr. B.K.B. College, with Principal as Chairperson, Vice-Principal as Member Secretary and IQAC coordinator and HODs of all Departments as members, prepares the planning for Curriculum delivery and takes good care of documentation of the same. The committee ensures maintenance

of class, completion of syllabus, necessity of extra and remedial class, excursion, examination, result etc. The committee in its meeting, held at least one in every month, takes progress report from the Departments and provides prescription for betterment. The vice-principal acts as the monitor of the classes held.

- The Academic Calendar prescribed by the Parent University is modified by IQAC with scholastic and non-scholastic programme designed by Departments/IQAC/different Cells of the Institution preparing the route to the desired goals of the institution.
- The HODs prepare and provide Assignments to each teacher of the concerned departments before commencement of every semester and submit the same to Academic Committee and office of the IQAC. The teachers prepare Teaching Plan for the Assignments provided and submit the same to their concerned HODs. The teachers conduct the classes assigned following the teaching plan made and the HODs ensure completion of the course accordingly.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://bkbcollge.in/upload/academic_calendar/1640869085.pdf

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

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

1. The Departments are instructed by the Academic Committee to have objective type questions in the Sessional Examination.
2. The Departments are instructed by the Academic Committee to

make necessary arrangement for Resessional Examination for those students who either fail or could not appear in the Sessional Examination.

3. Scrutiny of answer scripts of the Sessional Examination is to be initiated.
4. The Departments are also instructed by the Academic Committee to declare result of the Sessional Examination within fifteen days.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://bkbcollege.in/upload/academic_calendar/1640869085.pdf

1.1.3 - Teachers of the Institution participate in C. Any 2 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

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

04

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

143

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

143

File Description	Documents
Any additional information	View File
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

The institute integrates crosscutting issues on gender by observing Women's Day. Creating awareness through organising 'Beti bachao,

beti pathao'event etc. Also the institution organises events on World Environment Day like tree plantation drive. Grievance redressal cell have been revived to listen and try to solve various student related issues. B.K.B. memorial award and lecture program are conducted to boost the morals of the students. Events like Constitution Day, Swachh Bharat Abhijan, Blood donation camp, HIV awareness camp are conducted to engross these values among the students.

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

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

10

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
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

164

File Description	Documents
Any additional information	No File Uploaded
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

A. All 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://bkbcollge.in/upload/feedback_report/1649068620.pdf

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

624

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

The Institution provides a well-structured learning atmosphere to all the students originating from diverse linguistic backgrounds. The teachers of the department equally support and assist the slow learners along with the learners having advanced capabilities by using different audio-visual teaching aids to increase their learning level. The use of the master board inside the classroom motivates the students to learn in a didactic way. This procedure of teaching helps the students to develop their understanding capacity inside the classroom and they can thereby analyze the concerned topics in their individual levels. Group discussions are also arranged for the slow learners in such a way where a few leading students among advanced learners are offered the platform to talk, discuss and guide the targeted students in relations to the concerned class concepts/texts that they find difficult to understand in the class.

Also remedial classes are conducted for slow learners. Resessional examination are conducted for those who have failed and given second chance to excel.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
1147	39

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

The institution adopts the student centric methods to enhance their involvement in learning the course concepts as well as solving the problems or confusions arising out of difficulties in the learning level. The methods like playing roles, organizing debates among students, involvement in project works, quiz competitions, excursions, educational tours, organizing guest lectures etc. are periodically held in the department to engage students in a friendly way. While pitching for a field visit, students are often encouraged to link classroom lessons to that of life in reality. These practical visits to different platforms provide students the opportunity to visualise, experience and discuss information.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://bkbcollege.in/upload/dept_activities/1649310387.pdf ; https://bkbcollege.in/upload/dept_activities/1645197630.pdf ; https://bkbcollege.in/Academic-Departments.php?department=ECONOMICS ; https://bkbcollege.in/Academic-Departments.php?department=GEOGRAPHY ; https://bkbcollege.in/Academic-Departments.php?department=HISTORY ;

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

The pandemic situation has brought a revolution in the educational system. Almost all the teachers are equipped and use ICT tools for teaching. The institution has eight numbers of ICT enabled classrooms and one computer centre with 30 computers. There is also GIS and Remote sensing lab with 10 computers. The campus is WiFi enabled. Also all the departments are provided with laptops. Also our central library is digitalized where students can browse at free time.

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/facilities2.php

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

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	View File
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

282

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.

The Institution possesses transparent and comprehensive evaluation process in terms of frequency and variety. Therefore in order to ensure transparency in internal assessment, the system of internal assessment is communicated with the students well in time. The formation of WhasApp groups provides a continuous linkage to students in all matters including internal assessment. Departmental meetings are held periodically and decisions are taken in presence of all the faculties chaired by the head of the concerned department. Internal assessment of students belonging to all semesters is basically done through sessional examination and assignments. The students who fail to overcome the respective sessional examination or fail to submit assignments in time, they are given another chance to clear the process. Internal assesment also includes four marks for attendance, therefore they are well aware of assessing process.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://bkbcollege.in/internal_ex.php

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

The concerned department of this institution maintains a transparent procedure to handle all types of grievances related to internal examination. Primarily, sessional examination is periodically held for each semester (odd/even) and assignments are provided to students to be submitted within a specific point of time. Any student who fails to appear for the said examination or does not submit assignments in due course of time, they are asked to raise their grievances and accordingly it is solved. The students having arrear in the sessional examination are also assisted in every

possible way to upgrade their score with the arrangement of re-sessional tests specifically.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://bkbcollege.in/internal_ex.php

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.

To increase the awareness of students and teachers regarding the programmes offered by the institution, orientation programmes are organized timely to motivate and guide the students to clarify the confusions, difficulties and subtlety of the course in the initial stage. Both CBCS and Non-CBCS (Honours/Regular) curriculum is running in the institution. Non-CBCS curriculum is properly handled by students batch by batch and they are well aware about it as the units involved in this curriculum are pointed and comprehensive to the concerned areas. The CBCS curriculum is introduced by the concerned university in 2019 and though confusions/complexities arose in the beginning in relation to selection of subjects and course structure, right now these are fully solved and the continuous orientation on these issues have made it possible to have a well-developed mindset for teachers and students concerning the new curriculum.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://bkbcollege.in/upload/course_outcome/1640844775.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 concerned department as well as the institution keeps good record of all the students of all semesters having honours or regular courses in the undergraduate level. The records are kept both in soft and hard copies and specifically the mark sheets of final semester students are kept well in tact in the concerned

department. The institution regularly analyses the outcomes of the students in each semester and thereby frames a systematic record of students securing good scores or students failing in the respective semester examination. After attaining the outcomes, the officials in the institution re-orient the students by motivating them to re-appear for the examination and try to solve the grievances in accordance with the validity of their issues.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://bkbcollege.in/upload/alumni_progress_ion1/1649321807.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

199

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	No File Uploaded
Paste link for the annual report	https://bkbcollege.in/final_result.php

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/upload/sss/1640768648.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

Rs 300000/-

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
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

01

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	View File
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

17

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

12

File Description	Documents
Any additional information	View File
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

20

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

Dr. B.K.B. College promotes extension activities in the neighbourhood community for sensitizing students to social issues and their holistic development. University provide the students with

an opportunity to extend their classroom knowledge into practical experience. Through community oriented programmes and activities focused at holistic development of students with community, the NSS, NCC, Career Counselling cell, Department of Sociology, Department of Psychology of the institute aim at developing a sense among students about attachment to the community, utilizing their knowledge in finding solutions to community problems, acquiring leadership qualities and democratic attitudes, developing capabilities and skills to meet emergencies and natural disasters and participating in community services by actively involving in various campaigns and programmes. During the last academic year, various community related extension activities were organized such as Environmental Awareness Programmes, Swachhata Abhiyan, Vaccination Awareness Programmes, Covid awareness program, food distribution to affected adopted village, etc.

File Description	Documents
Paste link for additional information	https://bkbcollege.in/upload/igac_activities/1648624486.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

00

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

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

10

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**

640

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**

15

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

13

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 adequate facilities for teaching learning in terms of classrooms, laboratories, computing equipments etc. The institution has adequate numbers of classrooms, laboratories, seminar halls, projectors and computer equipments like desktops, laptops, printers, photocopy machines, internet connections, wi-fi etc. Moreover, the institution has a digitized Central Library using SOUL Software.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://bkbcollege.in/facilities2.php

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

Dr.B.K.B. College has adequate facilities for cultural activities in terms of well equipped Dr.Bhupen Hazarika Auditorium, for various cultural activities. Yoga Centre for students and both teaching and non-teaching staff. Well equipped gymnasium at campus II, Basketball court, Volleyball field, Badminton Court for outdoor sports.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://bkbcollege.in/upload/naac_inspection/1653371967.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)

nil

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, Dr. Birinchi Kumar Barooah College is implementing SOUL 2.0 for Library Automation. The Automation process was implemented in 2010 with SOUL 1.0 Version. The software was provided by INFLIBNET Centre, Ahmedabad with free of cost. At the beginning, Cataloguing Module process started. Later, Circulation, OPAC Module and book transaction was done through automation. In 2012, updated version i.e. SOUL 2.0 was been installed. Almost all books (text & reference) are catalogued and user's information updated. Serial Control Module will start in the next session. The process to implement SOUL 3.0 Version is on the way. For that already a requisition form has been mailed to the INFLIBNET CENTRE, Ahmedabad.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://bkbcollege.in/upload/naac_inspection/1653302099.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

B. Any 3 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)

Rs 63196/-

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

48

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

4.3 - IT Infrastructure

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

Dr.B.K.B. College campus is wi-fi enabled. Due to construction work of the NHAI, it was disrupted temporarily. Also, four JIO-Fi connection is provided by the college for administrative and IQAC office.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

67

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

4.3.3 - Bandwidth of internet connection in the Institution E. < 5MBPS

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)

8.50902

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

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

Physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. are maintained through the persons assigned and utilising fund from college fund whenever needed. • Utilization of physical, academic and support facilities such as laboratory, library, sports facilities, computers, classrooms, auditorium etc. is ensured through interface of academic and non-academic programme designed. • Optimal utilization of physical, academic and support facilities is ensured through assigning the classes of Certificate Courses apart from normal assignment. Further college infrastructure is also assigned to community-oriented activity, Extension activity, Alumni, local organisation for meeting etc. on special consideration.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1175

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	View File
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

31

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/bkb_activities/1651910413.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

664

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

664

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted 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

C. Any 2 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

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

31

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

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

26

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
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

03

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

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.**

10

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

Student Union of Dr.B.K.B. College is elected every year. the elected candidates represent the student council for 1 year tenure. They take initiatives in each and every event organised within and outside the campus. They ensure smooth conduct of all the events organised in the college. Also they ensure security, cleanliness, conduct, dicipline etc. of students of the college. They also take initiatives in all the cultural, sports related activities of the college. Student grievances are also placed through this body.

File Description	Documents
Paste link for additional information	https://bkbcollege.in/student_union.php
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

03

File Description	Documents
Report of the event	No File Uploaded
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

The Alumni Association of Dr.B.K.B. College is registered and functional. The association have actively participated and contributed during Golden Jubilee celebration of the College. They have also erected a full size statue of Birinchi Kumar Barooah after whom this college was established and named.They have contributed financially as well as through kind during all these years. They are also maintaining a garden in the college campus.The Association has collaborated with the college to organised events benefitting students. Alumini corner is provided in the college website to update activities of the Association.

File Description	Documents
Paste link for additional information	https://bkbcollege.in/index.php
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

Keeping in mind the mission of the institute, our college is catering to education of local students. Also it caters higher educational aspirations of the local society. The institute provides higher education at very low cost and felicitates the disadvantaged students and encourage them for obtaining higher degree of education. Internal Quality Assurance System has well defined processes and systems in place to ensure adherence to quality in all aspects of the Institute's functioning. The teaching -learning mechanism is reviewed at several levels within the Institute- by the Governing body, HOD meetings and then in Academic Committee. The IQAC works with different divisions to find areas of improvement and also to document and suggest new changes and improvements for quality enhancement. Feedback are collected from all stakeholders based on which action are taken to improve the quality and educational environment of the institute. All the important national days and events are observed to foster a sense of belongingness to the Nation. Memorial lectures, seminars and webinars and workshops on various issues are conducted to realize social needs and arouse awareness among the students regarding emerging new realities, environmental and other challenges.

File Description	Documents
Paste link for additional information	https://bkbcollege.in/vision.php
Upload any additional information	No File Uploaded

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

Strength of governance of Dr. B.K.B. College lies in its practice of decentralization and participative management. The Principal usually does not takes a decision alone but executes the decisions taken by different Committees headed and represented by Vice-Principal, IQAC Coordinator, coordinator of different cells, HODs, Student Union etc. With the approval of Governing Body in case of major issues.

IQAC, Dr. B.K.B. College, with representatives from Teaching and Non-teaching staff, Students' Union, Alumni Association and Local Citizen, works like the engine of the institution. It designs scholastic and non-scholastic programme for the session 2020-21 and helps the college administration to make a quality execution of the same.

The office of the Vice-Principal is another example of decentralization and participative management. The Vice-Principal is the Convenor of Academic Committee, Admission Committee, Grievance Redressal Cell, and Administrative Officer of IQAC, the president of the BKBIAN Group for Counselling apart from being vice president of many other cells such as Planning and Finance Committee, Disciplinary Committee etc. The Vice-Principal has been the Officer in Charge of the Sessional Examinations and Confidential Officer in Charge of Semester-End Examinations, prepares the Daily Class Routine and maintains and ensures conduct of daily classes.

File Description	Documents
Paste link for additional information	https://bkbcollege.in/committees.php
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategy Type and Details:

Human Resource Management: The institution through extension and outreach programme, NSS and NCC activities, co-curricular activities, certificate courses aspires for all round development of the students. The faculty members are sent for OP, RC, Seminar, Workshop, FDP and encouraged to go for research work.

Admission of Students: The admission committee following rules of Assam Government and regulation of reservation conducts the admission procedure.

Library, ICT and Physical Infrastructure / Instrumentation:1.Library automation is continued. 2.NLIST is subscribed and made accessible to faculty members.

Research and Development:IQAC keeps on encouraging the faculty members to get enrolled in the parent or in any other recognised university for Ph.D programme.

Examination and Evaluation: A full-fledged examination committee with OC, Confidential OC and AOC is constituted for every Semester-end examination.

Teaching and Learning :1.Stress on Use of ICT in the classroom, Power point presentation, use of internet and e-resources. 2.Innovation in teaching methods such as use of film, drama, recitation,etc. 3.Parent-Teacher Meets is arranged.4.Project work, Field-trip and Excursion. 5.Invited Lecture Programme.

Curriculum Development: Keeping in mind the mission and vision of the institution and needs of the students the curriculum, designed by Gauhati University, is modified.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://bkbcollege.in/committees.php
Upload any additional information	No File Uploaded

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

The institute has different committees to manage different sector of the institution to help maintain order and discipline and for healthy

academic environment.

1. Academic committee
2. Admission committee
3. Planning and Finance committee
4. Construction committee
5. IQAC
6. Purchase committee
7. Grievance redressal committee
8. Sexual harassment committee
9. Anti ragging committee
10. Student union body
11. Career counselling cell
12. Yoga cell
13. Canteen Committee
14. Gymnasium management committee
15. Hostel committee etc. The Principal usually does not take a decision alone but executes the decisions taken by different Committees headed by the Principal and represented by Vice-Principal, IQAC Coordinator, coordinator of different cells, HoDs, Student Union etc. With the approval of Governing Body in case of major issues. The Vice-Principal is the Convenor of Academic Committee, Admission Committee, Grievance Redressal Cell, and Administrative Officer of IQAC, the president of the BKBIAN Group for Counselling apart from being vice president of many other cells such as Planning and Finance Committee, Disciplinary Committee etc. The Vice-Principal has been the Officer in Charge of the Sessional Examinations and Confidential Officer in Charge of Semester-End Examinations. Further the vice-Principal prepares the Daily Class Routine and maintains and ensures conduct of daily classes and helps the authority in administering the institution.

File Description	Documents
Paste link for additional information	https://bkbcollge.in/committees.php
Link to Organogram of the Institution webpage	Nil
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

A. All of the above

Examination

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
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

Welfare schemes for teaching staff :Corpus Fund GSLI, GIS, NPS, TEBS, WOMEN'S AID.

Welfare schemes for non teaching staff: Corpus Fund GSLI, GIS, NPS, TEBS, WOMEN'S AID

Welfare schemes for students: Students GSLI, Poor Fund, Corpus Fund, Book Bank, Awards, Free Admission and Scholarship (subject to fulfilment of conditions)

File Description	Documents
Paste link for additional information	https://bkbcollege.in/scholarship.php
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

03

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

2

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

15

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

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

Feedback from students, teachers, parents and alumni are collected, analyzed and action are taken based on these feedback to improve the performance of both teaching and non-teaching staff. The feedback report and action taken report are available on website. It is a regular practice and an effective system for performance appraisal of the college.

File Description	Documents
Paste link for additional information	https://bkbcollege.in/upload/feedback_report_1/1650612385.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 regularly. It is a regular affair and after every financial year a due process is made for financial audits-external as well as internal. For external audit auditor is appointed by the Government of Assam and in due course audit report is submitted by the auditor to the concerned department. Later on the approved/final audit report is sent to the college. On the other hand for internal audit, the internal auditor is appointed by the Governing Body of the college. Full cooperation is provided by the office of the Principal to the auditors appointed in their works.

Internal audit, Academic audit, Administrative audit for the session 2020-21 is done.

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)

00

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

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

The effective optimal mobilization of funds can be seen in terms of setting up of new temporary classroom for Higher secondary classes. The fund received under RUSA has also been effectively utilised by setting up : a) A computer centre with 30 computers. b). ICT enabled classroom c). Video conferencing room d). New academic building e) sports equipment etc

The institute applies to the Govt., state and central for UGC and RUSA funds. Approaches to the local MLA and MP for different financial assistance. Approaches Alumni and other donors. The institution was first established with the donations mainly from local people. For optimal utilization:

i) Regular maintenance of different equipment of Lab., ICT tools etc.

ii) Repairing regularly of different classrooms items including

desks and benches.

iii) Same infrastructure or classrooms are used for class, examination, conference etc.

iv) The auditorium is sometimes used for classes.

File Description	Documents
Paste link for additional information	https://bkbcollege.in/facilities2.php
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

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

IQAC, Dr. B.K.B. College, with representatives from Teaching and Non-teaching staff, Students' Union, Alumni Association and Local Citizen, works like the engine of the institution. It has been a part of all major decisions taken and executed in the institution during the session. It designs scholastic and non-scholastic programme for the session 2020-21 and helps the college administration to make a quality execution of the same.

IQAC organises workshop, training program for faculty members periodically to upgrade teaching learning process specially development of e-content and video lecture. This session IQAC has taken initiatives for online admission, online examination. Professional training program for both teaching and non-teaching staff. Also it has encouraged and collaborated with different departments to organise workshops, talk program, webinar, etc for the greater interest of the institution.

File Description	Documents
Paste link for additional information	https://bkbcollege.in/iqac_activities.php
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

IQAC committee have been formed as per the guidelines of NAAC. The committee comprises of senior faculties with much experience. They chalk out plan of action at the beginning of the year. which is followed throughly over the year. The institution reviews its teaching learning process, structures and methodologies of operations and learning outcomes at periodic intervals through IQAC set up.

File Description	Documents
Paste link for additional information	https://bkbcollege.in/iqac_activities.php
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	No File Uploaded
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

International Women's Day 2021 was celebrated on March 8 by Women's Forum, Dr. B. K. B. College where Mrs. Parul Gayan, Principal, Chapanalla H. S. School was the resource person and delivered a

lecture on Women Empowerment. On the very occasion she inaugurated Sanitary Vending Machine for the girl students and steered the plantation drive at Muktab L. P. School and Women's Hostel, Dr. B. K. B. College. Also sanitary incinerator machine was installed at the girls common room to dispose the used napkin. All the administrative, admission and academic committee comprises of women candidate of the college.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://bkbcollege.in/upload/women_activity/1644477556.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

C. Any 2 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

Solid waste management:

Sanitary napkin incinerator machine was setup to dispose off the used sanitary napkin.

Dust bins are set at every nook and corner of the institution to collect the discards. Then this waste are collected from all dustbins and taken care off by the sweeper.

The authority have appointed sweeper and mali to dispose off waste

from the institution.

Also incinerator machine is installed in the Girl's common room to dispose off sanitary napkin.

Liquid waste management:

Proper drainage system are laid out to collect liquid waste from all sources and the outlet is properly connected to Kolong river, from where it is discharged.

E-waste management:

E-waste like computers and electronic items which are damaged and `is not functioning are stored and later auctioned with due procedure under the guidance of the authority.

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/reports2/1653406579.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

B. Any 3 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:

A. Any 4 or All of the above

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

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

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

Dr.B.K.B. College makes serious endeavours to maintain an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities. The efforts are put to make the institute environment inclusive:

The institute promotes gender diversity in the admission policy, and it pays special attention to admitting female candidates in the degree courses. Also reservation system as per Government norms are followed strictly in the admission process. Several events are organised and observed for providing inclusive environment:

1. Swachh Bharat Abhiyan at College Campus performed jointly by NCC and NSS cadets
2. Awareness Programme on HIV/AIDS cum T.B. organized by NSS Unit, Dr. B. K. B. College in collaboration with NSS Unit, Rupahi College on March 19, 2021
3. Drug addiction awareness programme conducted by students of Department of Political Science on April 12, 2021.
4. Plantation Drive on World Environment Day June 5, 2021 by IQAC.
5. International Webinar on "Indian Cultural Heritage in South-East Asia" was organized.
6. 74th Independence Day is celebrated on August 15
7. Republic Day on January 26, 2021;
8. Saraswati Puja on February 16, 2021;
9. International Women's Day 2021 was celebrated on March 8.

10. A Lecture Series on 'The Future of Indian Democracy' was organized.

11. Quami Ekta week observed.

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 sensitizes the students and the employee of the institution to the constitutional obligations about values, rights, duties and responsibilities of citizens which enables them to conduct as a responsible citizen. The college organizes about the national identity and symbols. Moreover, these are aimed to familiarize its stakeholders about Fundamental Duties and Rights. The institute celebrates Independence Day, Republic Day, Gandhi Jayanti, Constitution Day to make the importance of freedom and the glory of Indian freedom struggle. They aim at highlighting the constitutional spirit of liberty, equality, justice and fraternity.

Moreover, celebrates women day to mark the achievements of women throughout history. Celebrates World Environment Day to ensure that environmental concern is addressed and also Swachh Bharat Abhiyan to promote the importance of cleanliness.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

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 C. Any 2 of the above 4.

Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	View File

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

Institution celebrates and organises various national and international commemorative days, events and festivals to inculcate the spirit and essence of Day among the learners

Dr. B.K.B. College regularly celebrate national and international commemorative days, events, festivals like Republic Day, Independence Day, Saraswati Puja, International Yoga Day, Swachh Bharat Abhiyan Day, Foundation Day, etc. are conducted for the welfare of students, faculties and employees.

Students take an active part in organising the Independence Day and Republic Day celebrations. On both these days, our national flag is hoisted with full honour and the national anthem is sung by all the attendees.

Due to the covid pandemic, the institute was closed for students. However, still, efforts have been made to conduct various important events either through skeletal staff or on virtual mode. Dr.B.K.B. College takes pride in organising all the important national events irrespective of any bias towards caste, creed or religion.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	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.

Institutional Best Practice-I

Title of the practice: Vice Principal's Interactive session with the students during every new academic session

Objectives of the practice:

The prime objective of the interactive session initiated by the newly appointed Vice Principal, Dr. Kamal Ch. Saikia is to bring the students closer to the administrative structure and make them feel free and bold in placing their opinions, grievances or seeking after the required services. Quality education demands a democratic environment and a stress-free space which encourages the learner to speak, claim and raise voice as a part of their social responsibility.

Institutional Best Practice-II

Title: E-Learning cum Online Classes

Aims: To facilitates the use of e-learning in teaching learning and provide opportunity of Online Classes during the pandemic.

Context: The continuous advancement in the field of ICT and internet has made multiple mode of e-learning possible. The pandemic of Covid-19 rang the bell of practically use the ICT resources in form of E-Learning and Online classes. Dr.B.K.B. College being situated in rural societal set up, the exposure of e- learning and online classes is a boon at the same time challenge for the teaching-learning.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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 since its establishment has been imparting undergraduate instruction only in arts stream with 10 departments with Sociology, performing art (Sattriya Dance form) and Psychology introduced from 2014. Commerce and B. Voc are recent entries. Hence it has its focus concentrated in inculcation of values and abilities in the field of humanities. As stated in the course outcome the institution has priotised the area of learning to live with values associated with a good citizen in general and professions like teaching, journalism, social works, politics etc in particular. To meet this end the institution has tried to create the curriculum-extension interface. Apart from the deliberations in the class room there has been a continuous efforts towards inculcation of core values through programmes such as memorial lectures, community oriented works through NCC, NSS, Certificate course in creative and critical thinking, data analysis and project preparation, computer education, seminar, webinar and celebration of national events etc.

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

- The Academic Committee, Dr. B.K.B. College, with Principal as Chairperson, Vice-Principal as Member Secretary and IQAC coordinator and HODs of all Departments as members, prepares the planning for Curriculum delivery and takes good care of documentation of the same. The committee ensures maintenance of class, completion of syllabus, necessity of extra and remedial class, excursion, examination, result etc. The committee in its meeting, held at least one in every month, takes progress report from the Departments and provides prescription for betterment. The vice-principal acts as the monitor of the classes held.
- The Academic Calendar prescribed by the Parent University is modified by IQAC with scholastic and non-scholastic programme designed by Departments/IQAC/different Cells of the Institution preparing the route to the desired goals of the institution.
- The HODs prepare and provide Assignments to each teacher of the concerned departments before commencement of every semester and submit the same to Academic Committee and office of the IQAC. The teachers prepare Teaching Plan for the Assignments provided and submit the same to their concerned HODs. The teachers conduct the classes assigned following the teaching plan made and the HODs ensure completion of the course accordingly.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://bkbcollge.in/upload/academic_calendar/1640869085.pdf

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

Under Continuous Internal Evaluation (CIE) system at Dr. B.K.B. College Major Test, Assignment, Project Preparation, Sessional

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

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

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://bkbcollge.in/upload/academic_calendar/1640869085.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 of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	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	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

04

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

143

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

143

File Description	Documents
Any additional information	View File
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

The institute integrates crosscutting issues on gender by observing Women's Day. Creating awareness through organising 'Beti bachao, beti pathao' event etc. Also the institution organises events on World Environment Day like tree plantation drive. Grievance redressal cell have been revived to listen and try to solve various student related issues. B.K.B. memorial award and lecture program are conducted to boost the morals of the students. Events like Constitution Day, Swachh Bharat Abhijan, Blood donation camp, HIV awareness camp are conducted to engross these values among the students.

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

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

10

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
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

164

File Description	Documents
Any additional information	No File Uploaded
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	A. All of the above
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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/upload/feedback_report/1649068620.pdf

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

624

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

The Institution provides a well-structured learning atmosphere to all the students originating from diverse linguistic backgrounds. The teachers of the department equally support and assist the slow learners along with the learners having advanced capabilities by using different audio-visual teaching aids to increase their learning level. The use of the master board inside the classroom motivates the students to learn in a didactic way. This procedure of teaching helps the students to develop their understanding capacity inside the classroom and they can thereby analyze the concerned topics in their individual levels. Group discussions are also arranged for the slow learners in such a way where a few leading students among advanced learners are offered the platform to talk, discuss and guide the targeted students in relations to the concerned class concepts/texts that they find difficult to understand in the class.

Also remedial classes are conducted for slow learners. Resessional examination are conducted for those who have failed and given second chance to excel.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
1147	39

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

The institution adopts the student centric methods to enhance their involvement in learning the course concepts as well as solving the problems or confusions arising out of difficulties in the learning level. The methods like playing roles, organizing debates among students, involvement in project works, quiz competitions, excursions, educational tours, organizing guest lectures etc. are periodically held in the department to engage students in a friendly way. While pitching for a field visit, students are often encouraged to link classroom lessons to that of life in reality. These practical visits to different platforms provide students the opportunity to visualise, experience and discuss information.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://bkbcollege.in/upload/dept_activities/1649310387.pdf ; https://bkbcollege.in/upload/dept_activities/1645197630.pdf ; https://bkbcollege.in/Academic-Departments.php?department=ECONOMICS ; https://bkbcollege.in/Academic-Departments.php?department=GEOGRAPHY ; https://bkbcollege.in/Academic-Departments.php?department=HISTORY ;

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

The pandemic situation has brought a revolution in the educational system. Almost all the teachers are equipped and use ICT tools for teaching. The institution has eight numbers of ICT enabled classrooms and one computer centre with 30 computers. There is also GIS and Remote sensing lab with 10 computers. The campus is WiFi enabled. Also all the departments are provided with laptops. Also our central library is digitalized where students can browse

at free time.

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/facilities2.php

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

39

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	View File
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	
282	
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.	
<p>The Institution possesses transparent and comprehensive evaluation process in terms of frequency and variety. Therefore in order to ensure transparency in internal assessment, the system of internal assessment is communicated with the students well in time. The formation of WhasApp groups provides a continuous linkage to students in all matters including internal assessment. Departmental meetings are held periodically and decisions are taken in presence of all the faculties chaired by the head of the concerned department. Internal assessment of students belonging to all semesters is basically done through sessional examination and assignments. The students who fail to overcome the respective sessional examination or fail to submit assignments in time, they are given another chance to clear the process. Internal assesment also includes four marks for attendance, therefore they are well aware of assessing process.</p>	

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://bkbcollege.in/internal_ex.php

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

The concerned department of this institution maintains a transparent procedure to handle all types of grievances related to internal examination. Primarily, sessional examination is periodically held for each semester (odd/even) and assignments are provided to students to be submitted within a specific point of time. Any student who fails to appear for the said examination or does not submit assignments in due course of time, they are asked to raise their grievances and accordingly it is solved. The students having arrear in the sessional examination are also assisted in every possible way to upgrade their score with the arrangement of re-sessional tests specifically.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://bkbcollege.in/internal_ex.php

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.

To increase the awareness of students and teachers regarding the programmes offered by the institution, orientation programmes are organized timely to motivate and guide the students to clarify the confusions, difficulties and subtlety of the course in the initial stage. Both CBCS and Non-CBCS (Honours/Regular) curriculum is running in the institution. Non-CBCS curriculum is properly handled by students batch by batch and they are well aware about it as the units involved in this curriculum are pointed and comprehensive to the concerned areas. The CBCS curriculum is introduced by the concerned university in 2019 and though confusions/complexities arose in the beginning in relation to selection of subjects and course structure, right now these are fully solved and the continuous orientation on these issues have made it possible to have a well-developed mindset for

teachers and students concerning the new curriculum.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://bkbcollge.in/upload/course_outcome/1640844775.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 concerned department as well as the institution keeps good record of all the students of all semesters having honours or regular courses in the undergraduate level. The records are kept both in soft and hard copies and specifically the mark sheets of final semester students are kept well in tact in the concerned department. The institution regularly analyses the outcomes of the students in each semester and thereby frames a systematic record of students securing good scores or students failing in the respective semester examination. After attaining the outcomes, the officials in the institution re-orient the students by motivating them to re-appear for the examination and try to solve the grievances in accordance with the validity of their issues.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://bkbcollge.in/upload/alumni_progression1/1649321807.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

199

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	No File Uploaded
Paste link for the annual report	https://bkbcollege.in/final_result.php

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/upload/sss/1640768648.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

Rs 300000/-

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
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

01

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	View File
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

17

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

12

File Description	Documents
Any additional information	View File
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

20

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

Dr. B.K.B. College promotes extension activities in the neighbourhood community for sensitizing students to social issues and their holistic development. University provide the students with an opportunity to extend their classroom knowledgement into practical experience. Through community oriented programmes and activities focused at holistic development of students with community, the NSS, NCC, Career Counselling cell, Department of Sociology, Department of Psychology of the institute aim at developing a sense among students about attachment to the community, utilizing their knowledge in finding solutions to community problems, acquiring leadership qualities and democratic attitudes, developing capabilities and skills to meet emergencies and natural disasters and participating in community services by actively involving in various campaigns and programmes. During the last academic year, various community related extension activities were organized such as Environmental Awareness Programmes, Swachhata Abhiyan, Vaccination Awareness Programmes, Covid awareness program, food distribution to affected adopted village, etc.

File Description	Documents
Paste link for additional information	https://bkbcollge.in/upload/igac_activities/1648624486.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

00

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

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**

10

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**

640

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

15

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

13

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 adequate facilities for teaching learning in terms of classrooms, laboratories, computing equipments etc. The institution has adequate numbers of classrooms, laboratories, seminar halls, projectors and computer equipments like desktops, laptops, printers, photocopy machines, internet connections, wi-fi etc. Moreover, the institution has a digitized Central Library using SOUL Software.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://bkbcollege.in/facilities2.php

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

Dr.B.K.B. College has adequate facilities for cultural activities in terms of well equipped Dr.Bhupen Hazarika Auditorium, for various cultural activities. Yoga Centre for students and both teaching and non-teaching staff. Well equipped gymnasium at campus II, Basketball court, Volleyball field, Badminton Court for outdoor sports.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://bkbcollege.in/upload/naac_inspection/1653371967.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)

nil

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, Dr. Birinchi Kumar Barooah College is implementing SOUL 2.0 for Library Automation. The Automation process was implemented in 2010 with SOUL 1.0 Version. The software was provided by INFLIBNET Centre, Ahmedabad with free of cost. At the beginning, Cataloguing Module process started. Later, Circulation, OPAC Module and book transaction was done through automation. In 2012, updated version i.e. SOUL 2.0 was been installed. Almost all books (text & reference) are catalogued and user's information updated. Serial Control Module will start in the next session. The process to implement SOUL 3.0 Version is on the way. For that already a requisition form has been mailed to the INFLIBNET CENTRE, Ahmedabad.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://bkbcollege.in/upload/naac_inspection/1653302099.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	B. Any 3 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)	
Rs 63196/-	
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	
48	

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

4.3 - IT Infrastructure

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

Dr.B.K.B. College campus is wi-fi enabled. Due to construction work of the NHAI, it was disrupted temporarily. Also, four JIO-Fi connection is provided by the college for administrative and IQAC office.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

67

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

4.3.3 - Bandwidth of internet connection in the Institution

E. < 5MBPS

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)

8.50902

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

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

Physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. are maintained through the persons assigned and utilising fund from college fund whenever needed. • Utilization of physical, academic and support facilities such as laboratory, library, sports facilities, computers, classrooms, auditorium etc. is ensured through interface of academic and non-academic programme designed. • Optimal utilization of physical, academic and support facilities is ensured through assigning the classes of Certificate Courses apart from normal assignment. Further college infrastructure is also assigned to community-oriented activity, Extension activity, Alumni, local organisation for meeting etc. on special consideration.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION**5.1 - Student Support****5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefited by scholarships and free ships provided by the**

Government during the year

1175

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	View File
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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

31

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/bkb_activities/1651910413.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

664

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

664

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted 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

C. Any 2 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

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

31

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

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

26

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
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

03

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

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.**

10

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

Student Union of Dr.B.K.B. College is elected every year. the elected candidates represent the student council for 1 year tenure. They take initiatives in each and every event organised within and outside the campus. They ensure smooth conduct of all the events organised in the college. Also they ensure security, cleanliness, conduct, dicipline etc. of students of the college. They also take initiatives in all the cultural, sports related activities of the college. Student grievances are also placed through this body.

File Description	Documents
Paste link for additional information	https://bkbcollge.in/student_union.php
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

03

File Description	Documents
Report of the event	No File Uploaded
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

The Alumni Association of Dr.B.K.B. College is registered and functional. The association have actively participated and contributed during Golden Jubilee celebration of the College. They have also erected a full size statue of Birinchi Kumar Barooah after whom this college was established and named.They have contributed financially as well as through kind during all these years. They are also maintaining a garden in the college campus.The Association has collaborated with the college to organised events benefitting students. Alumini corner is provided in the college website to update activities of the Association.

File Description	Documents
Paste link for additional information	https://bkbcollege.in/index.php
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

Keeping in mind the mission of the institute, our college is catering to education of local students. Also it caters higher educational aspirations of the local society. The institute provides higher education at very low cost and felicitates the disadvantaged students and encourage them for obtaining higher degree of education. Internal Quality Assurance System has well defined processes and systems in place to ensure adherence to quality in all aspects of the Institute's functioning. The teaching -learning mechanism is reviewed at several levels within the Institute- by the Governing body, HOD meetings and then in Academic Committee. The IQAC works with different divisions to find areas of improvement and also to document and suggest new changes and improvements for quality enhancement. Feedback are collected from all stakeholders based on which action are taken to improve the quality and educational environment of the institute. All the important national days and events are observed to foster a sense of belongingness to the Nation. Memorial lectures, seminars and webinars and workshops on various issues are conducted to realize social needs and arouse awareness among the students regarding emerging new realities, environmental and other challenges.

File Description	Documents
Paste link for additional information	https://bkbcollege.in/vision.php
Upload any additional information	No File Uploaded

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

Strength of governance of Dr. B.K.B. College lies in its practice of decentralization and participative management. The Principal usually does not takes a decision alone but executes the decisions taken by different Committees headed and represented by Vice-Principal, IQAC Coordinator, coordinator of different cells, HODs, Student Union etc. With the approval of Governing Body in case of major issues.

IQAC, Dr. B.K.B. College, with representatives from Teaching and Non-teaching staff, Students' Union, Alumni Association and Local Citizen, works like the engine of the institution. It designs scholastic and non-scholastic programme for the session 2020-21 and helps the college administration to make a quality execution of the same.

The office of the Vice-Principal is another example of decentralization and participative management. The Vice-Principal is the Convenor of Academic Committee, Admission Committee, Grievance Redressal Cell, and Administrative Officer of IQAC, the president of the BKBIAN Group for Counselling apart from being vice president of many other cells such as Planning and Finance Committee, Disciplinary Committee etc. The Vice-Principal has been the Officer in Charge of the Sessional Examinations and Confidential Officer in Charge of Semester-End Examinations, prepares the Daily Class Routine and maintains and ensures conduct of daily classes.

File Description	Documents
Paste link for additional information	https://bkbcollege.in/committees.php
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategy Type and Details:

Human Resource Management: The institution through extension and outreach programme, NSS and NCC activities, co-curricular activities, certificate courses aspires for all round development of the students. The faculty members are sent for OP, RC, Seminar, Workshop, FDP and encouraged to go for research work.

Admission of Students: The admission committee following rules of Assam Government and regulation of reservation conducts the admission procedure.

Library, ICT and Physical Infrastructure / Instrumentation: 1. Library automation is continued. 2. NLIST is subscribed and made accessible to faculty members.

Research and Development: IQAC keeps on encouraging the faculty members to get enrolled in the parent or in any other recognised university for Ph.D programme.

Examination and Evaluation: A full-fledged examination committee with OC, Confidential OC and AOC is constituted for every Semester-end examination.

Teaching and Learning : 1. Stress on Use of ICT in the classroom, Power point presentation, use of internet and e-resources. 2. Innovation in teaching methods such as use of film, drama, recitation, etc. 3. Parent-Teacher Meets is arranged. 4. Project work, Field-trip and Excursion. 5. Invited Lecture Programme.

Curriculum Development: Keeping in mind the mission and vision of the institution and needs of the students the curriculum, designed by Gauhati University, is modified.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://bkbcollege.in/committees.php
Upload any additional information	No File Uploaded

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

The institute has different committees to manage different sectors of the institution to help maintain order and discipline and for a healthy academic environment.

1. Academic committee
2. Admission committee
3. Planning and Finance committee
4. Construction committee
5. IQAC
6. Purchase committee
7. Grievance redressal committee
8. Sexual harassment committee
9. Anti ragging committee
10. Student union body
11. Career counselling cell
12. Yoga cell
13. Canteen Committee
14. Gymnasium management committee

15. Hostel committee etc. The Principal usually does not take a decision alone but executes the decisions taken by different Committees headed by the Principal and represented by Vice-Principal, IQAC Coordinator, coordinator of different cells, HoDs, Student Union etc. With the approval of Governing Body in case of major issues. The Vice-Principal is the Convenor of Academic Committee, Admission Committee, Grievance Redressal Cell, and Administrative Officer of IQAC, the president of the BKBIAN Group for Counselling apart from being vice president of many other cells such as Planning and Finance Committee, Disciplinary Committee etc. The Vice-Principal has been the Officer in Charge of the Sessional Examinations and Confidential Officer in Charge of Semester-End Examinations. Further the vice-Principal prepares the Daily Class Routine and maintains and ensures conduct of daily classes and helps the authority in administering the institution.

File Description	Documents
Paste link for additional information	https://bkbcollege.in/committees.php
Link to Organogram of the Institution webpage	Nil
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	No File Uploaded
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

Welfare schemes for teaching staff :Corpus Fund GSLI, GIS, NPS, TEBS, WOMEN'S AID.

Welfare schemes for non teaching staff: Corpus Fund GSLI, GIS, NPS, TEBS, WOMEN'S AID

Welfare schemes for students: Students GSLI, Poor Fund, Corpus Fund, Book Bank, Awards, Free Admission and Scholarship (subject to fulfilment of conditions)

File Description	Documents
Paste link for additional information	https://bkbcollege.in/scholarship.php
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

03

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

2

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

15	
File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Feedback from students, teachers, parents and alumni are collected, analyzed and action are taken based on these feedback to improve the performance of both teaching and non-teaching staff. The feedback report and action taken report are available on website. It is a regular practice and an effective system for performance appraisal of the college.

File Description	Documents
Paste link for additional information	https://bkbcollge.in/upload/feedback_report1/1650612385.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 regularly. It is a regular affair and after every financial year a due process is made for financial audits- external as well as internal. For external audit auditor is appointed by the Government of Assam and in due course audit report is submitted by the auditor to the concerned department. Later on the approved/final audit report is sent to the college.

On the other hand for internal audit, the internal auditor is appointed by the Governing Body of the college. Full cooperation is provided by the office of the Principal to the auditors appointed in their works.

Internal audit, Academic audit, Administrative audit for the session 2020-21 is done.

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)

00

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

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

The effective optimal mobilization of funds can be seen in terms of setting up of new temporary classroom for Higher secondary classes. The fund received under RUSA has also been effectively utilised by setting up : a) A computer centre with 30 computers. b). ICT enabled classroom c). Video conferencing room d). New academic building e) sports equipment etc

The institute applies to the Govt., state and central for UGC and RUSA funds. Approaches to the local MLA and MP for different financial assistance. Approaches Alumni and other donors. The institution was first established with the donations mainly from local people. For optimal utilization:

i) Regular maintenance of different equipment of Lab., ICT tools etc.

ii) Repairing regularly of different classrooms items including desks and benches.

iii) Same infrastructure or classrooms are used for class, examination, conference etc.

iv) The auditorium is sometimes used for classes.

File Description	Documents
Paste link for additional information	https://bkbcollege.in/facilities2.php
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

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

IQAC, Dr. B.K.B. College, with representatives from Teaching and Non-teaching staff, Students' Union, Alumni Association and Local Citizen, works like the engine of the institution. It has been a part of all major decisions taken and executed in the institution during the session. It designs scholastic and non-scholastic programme for the session 2020-21 and helps the college administration to make a quality execution of the same.

IQAC organises workshop, training program for faculty members periodically to upgrade teaching learning process specially development of e-content and video lecture. This session IQAC has taken initiatives for online admission, online examination. Professional training program for both teaching and non-teaching staff. Also it has encouraged and collaborated with different departments to organise workshops, talk program, webinar, etc for the greater interest of the institution.

File Description	Documents
Paste link for additional information	https://bkbcollege.in/iqac_activities.php
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

IQAC committee have been formed as per the guidelines of NAAC. The committee comprises of senior faculties with much experience. They chalk out plan of action at the beginning of the year. which is followed throughly over the year. The institution reviews its teaching learning process, structures and methodologies of operations and learning outcomes at periodic intervals through IQAC set up.

File Description	Documents
Paste link for additional information	https://bkbcollege.in/igac_activities.php
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/agar.php
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
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

International Women's Day 2021 was celebrated on March 8 by Women's Forum, Dr. B. K. B. College where Mrs. Parul Gayan, Principal, Chapanalla H. S. School was the resource person and delivered a lecture on Women Empowerment. On the very occasion she inaugurated Sanitary Vending Machine for the girl students and steered the plantation drive at Muktab L. P. School and Women's Hostel, Dr. B. K. B. College. Also sanitary incinerator machine was installed at the girls common room to dispose the used napkin. All the administrative, admission and academic committee comprises of women candidate of the college.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://bkbcollge.in/upload/women_activit_y/1644477556.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

C. Any 2 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

Solid waste management:

Sanitary napkin incinerator machine was setup to dispose off the used sanitary napkin.

Dust bins are set at every nook and corner of the institution to collect the discards. Then this waste are collected from all dustbins and taken care off by the sweeper.

The authority have appointed sweeper and mali to dispose off waste from the institution.

Also incinerator machine is installed in the Girl's common room to dispose off sanitary napkin.

Liquid waste management:

Proper drainage system are laid out to collect liquid waste from all sources and the outlet is properly connected to Kolong river, from where it is discharged.

E-waste management:

E-waste like computers and electronic items which are damaged and `is not functioning are stored and later auctioned with due procedure under the guidance of the authority.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://bkbcollge.in/upload/reports2/1653406579.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

B. Any 3 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	C. Any 2 of the above
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
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-	C. Any 2 of the above

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	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

Dr.B.K.B. College makes serious endeavours to maintain an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities. The efforts are put to make the institute environment inclusive:

The institute promotes gender diversity in the admission policy, and it pays special attention to admitting female candidates in the degree courses. Also reservation system as per Government norms are followed strictly in the admission process. Several events are organised and observed for providing inclusive environment:

1. Swachh Bharat Abhiyan at College Campus performed jointly by NCC and NSS cadets
2. Awareness Programme on HIV/AIDS cum T.B. organized by NSS Unit, Dr. B. K. B. College in collaboration with NSS Unit, Rupahi College on March 19, 2021
3. Drug addiction awareness programme conducted by students of Department of Political Science on April 12, 2021.
4. Plantation Drive on World Environment Day June 5, 2021 by IQAC.
5. International Webinar on "Indian Cultural Heritage in South-East Asia" was organized.
6. 74th Independence Day is celebrated on August 15

7. Republic Day on January 26, 2021;
8. Saraswati Puja on February 16, 2021;
9. International Women's Day 2021 was celebrated on March 8.
10. A Lecture Series on 'The Future of Indian Democracy' was organized.
11. Quami Ekta week observed.

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 sensitizes the students and the employee of the institution to the constitutional obligations about values, rights, duties and responsibilities of citizens which enables them to conduct as a responsible citizen. The college organizes about the national identity and symbols. Moreover, these are aimed to familiarize its stakeholders about Fundamental Duties and Rights. The institute celebrates Independence Day, Republic Day, Gandhi Jayanti, Constitution Day to make the importance of freedom and the glory of Indian freedom struggle. They aim at highlighting the constitutional spirit of liberty, equality, justice and fraternity. Moreover, celebrates women day to mark the achievements of women throughout history. Celebrates World Environment Day to ensure that environmental concern is addressed and also Swachh Bharat Abhiyan to promote the importance of cleanliness.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

<p>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</p>	<p>C. Any 2 of the above</p>
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File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	View File

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

Institution celebrates and organises various national and international commemorative days, events and festivals to inculcate the spirit and essence of Day among the learners

Dr. B.K.B. College regularly celebrate national and international commemorative days, events, festivals like Republic Day, Independence Day, Saraswati Puja, International Yoga Day, Swachh Bharat Abhiyan Day, Foundation Day, etc. are conducted for the welfare of students, faculties and employees.

Students take an active part in organising the Independence Day and Republic Day celebrations. On both these days, our national flag is hoisted with full honour and the national anthem is sung by all the attendees.

Due to the covid pandemic, the institute was closed for students. However, still, efforts have been made to conduct various important events either through skeletal staff or on virtual

mode. Dr.B.K.B. College takes pride in organising all the important national events irrespective of any bias towards caste, creed or religion.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	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.

Institutional Best Practice-I

Title of the practice: Vice Principal's Interactive session with the students during every new academic session

Objectives of the practice:

The prime objective of the interactive session initiated by the newly appointed Vice Principal, Dr. Kamal Ch. Saikia is to bring the students closer to the administrative structure and make them feel free and bold in placing their opinions, grievances or seeking after the required services. Quality education demands a democratic environment and a stress-free space which encourages the learner to speak, claim and raise voice as a part of their social responsibility.

Institutional Best Practice-II

Title: E-Learning cum Online Classes

Aims: To facilitates the use of e-learning in teaching learning and provide opportunity of Online Classes during the pandemic.

Context: The continuous advancement in the field of ICT and internet has made multiple mode of e-learning possible. The pandemic of Covid-19 rang the bell of practically use the ICT

resources in form of E-Learning and Online classes. Dr.B.K.B. College being situated in rural societal set up, the exposure of e- learning and online classes is a boon at the same time challenge for the teaching-learning.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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 since its establishment has been imparting undergraduate instruction only in arts stream with 10 departments with Sociology, performing art (Sattriya Dance form) and Psychology introduced from 2014. Commerce and B. Voc are recent entries. Hence it has its focus concentrated in inculcation of values and abilities in the field of humanities. As stated in the course outcome the institution has priotised the area of learning to live with values associated with a good citizen in general and professions like teaching, journalism, social works, politics etc in particular. To meet this end the institution has tried to create the curriculum-extension interface. Apart from the deliberations in the class room there has been a continuous efforts towards inculcation of core values through programmes such as memorial lectures, community oriented works through NCC, NSS, Certificate course in creative and critical thinking, data analysis and project preparation, computer education, seminar, webinar and celebration of national events etc.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Plan of action for the next academic session:

i) Construction of one or two more classrooms.

- ii) Completion of NAAC Accreditation and assessment.
- iii) Purchase of quality desk benches, tables chairs, education lab equipment's.
- iv) Construction of a few ramps.
- v) Shifting of cycle stand.
- vi) Introduction of H.S. (Com).
- vii) Increase of enrollment particularly in Com. Stream.
- viii) Up gradation of the website
- ix) Up gradation of online admission process, online teaching learning process, office automation.
- x)Introduction of M.A course affiliated to Gauhati University in Assamese and Education.
- xi)Publication of a yearly Research Journal
- xii)Khobornama and Code of Conduct, Prospectus and Academic Calendar for the session 2021-22 to be prepared and a few Books to be published by IQAC