



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

BONGAIGAON COLLEGE

BONGAIGAON COLLEGE P.O. DIST. BONGAIGAON
783380

www.bongaigaoncollege.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

October 2018

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

The Institution is affiliated Gauhati University and follows the curriculum prescribed by the University. It offers 16 U.G. programmes in Arts and Commerce and two PG program in English. Among the courses offered at the UG level, 2 are self-financed – BBM, BMC, and MA programme in English and Hindi are also self financed and self sustained. The Institutional vision and goals are realized through quality education with a reasonable degree of flexibility supplemented by extra-curricular, extension activities and sports & games. Curricular choices are guided by emerging needs higher education should address. For an integrated development of personality of the students and to enhance their competencies, remedial is provided. The College obtains a formal online feedback from the students, academic peers, public and alumni with which efforts are made to redesign the programs within the existing curriculum and to take corrective measures, if necessary.

Vision

The institution's mission is to bring about a quantitative and qualitative improvement of students fulfilling personal, social and national needs by undertaking various curricular programs. The institution is moving in right direction vis-à-vis its mission of creating institutional values combining academic excellence with a search for social awareness. Activities have primarily focused on the aspects of improving specific segments of academic and extra academic fields which go into meeting mission and vision of the institution in a better way.

The College is at present running with a mission of developing natural talents of the students and also giving them access to higher education in order to equip them with knowledge and skill to engage themselves in various jobs as well as to motivate them for attaining self-confidence and self-employment. The College has also included in its mission to introduce short-term professional Certificate & Diploma Courses in order to give new direction to the general economy of the area. Moreover, the College is committed to making socio-economic development of the people of the locality through spreading higher education and also creating a conducive climate for awareness and empowerment of socio-political, environmental and economic aspects through its Extension Education Programmes.

Mission

Bongaigaon College is all set to forge ahead with a vision of offering quality education giving stress on enlightenment and career development. It is also working out a road map to increase the effectiveness of education with a leaning towards professional and vocational education.

Bongaigaon College is committed towards developing into an efficient, effective, student-responsive, financially sustainable and transparent institution, delivering quality education and service to the people of this area. Our objective shall be to achieve total satisfaction of the stakeholders in respect of our quality education and its

delivery.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. Bongaigaon College is based on a philosophy of education which combines the material with the human values and offers students to develop themselves as fully integrated individuals.
1. The College is a co-educational institution and it tries to work without gender discrimination. There has been no disruption in the Academic Calendar.
2. The College has dedicated faculty members, highly efficient support staff, and a team of dedicated supporting members who are accessible in the campus and take care of all aspects of the campus, the academic and the personal.
3. The performance of the students of the College in the university level/ state level/ national level sports and cultural competitions has been remarkable.
4. The students of the College try to dedicate themselves fully to the acquisition of knowledge and character building exercise. This explains the existence of a healthy campus life with no incidence of ragging or any activity that is detrimental to their academic pursuits.
5. The infrastructural support can be compared with the best in this part of the country. The teacher-student ratio at UG level makes it possible for teachers to successfully address individual need of the students.
6. The College gets a great deal of support and co-operation from other institutions of higher learning in the district as well as corporate houses, formally and informally.
7. The College alumni association offers medical help to the existing students and needy people belonging to the neighbourhood by organizing medical camps in the campus.
8. The NSS and RRC wings of the College have been very active in activities like blood donation, health awareness programme, and extension activities of national and human values, etc.
9. The College runs a number of programmes to reach out to the larger community. The Youth day celebration, International women's day celebration, Rabindra Jayanti, Shankardev tithi, Hindi Divas, Pre-Christmas organized every year, are such programmes which have been greatly appreciated.
10. Regular counseling session is organized in collaboration with IIT, Kharagpur, IDBI, LIC, and other corporate agencies for imparting training to the students for skill development and confidence building.

Institutional Weakness

1. The socio-economic background of many of the students (some of them are first and second generation learners) admitted in the College is responsible for poor language competence (both in their mother tongue as well as English). This leads to an unsatisfactory level of comprehension and communication, particularly in the first two semesters.
1. Within the existing structure the College finds it difficult to respond to the varied needs of its students

coming from different socio-economic and cultural background.

1. Students coming from the underprivileged section of society (almost 40% of the total strength) generally lack in nutrition that is necessary for proper growth and physical fitness. They also lack the desired level of hygiene consciousness. Their lust of getting fee-waived admission in the college is backed by the desire of using the college as a source of information about job avenues, causing a good number of drop-out cases.
1. Many students coming from the urban background belong to either nuclear or broken families. Some of them find it difficult to cope with the demands of a community life based on caring and sharing. Sometimes this leads to psychological imbalance.
1. The College has not been able to enter into either faculty exchange or student exchange programmes due to structural and governmental/university policy limitations. The inability to implement the credit transfer systems (CTS) has also hindered the student exchange programme.
1. The semester system poses a number of problems which the College has not been able to come to terms with due to huge enrollment of students under the pressure of various social and political groups active in Bongaigaon.

Institutional Opportunity

1. The level of academic excellence which Bongaigaon College has acquired makes it possible for our students to get entry into institutes of repute. The College has to devise mechanisms for translating this potential into a reality.
1. The new learning of the age requires greater proficiency in soft skills among students. The College has the necessary technical and infrastructural resources to take this to a higher level.
1. The vision of the College makes it imperative to engage in socially relevant programmes such as organising voluntary blood donation camps, AIDS awareness programmes, and disaster management skills. The College with its resources and networking can ensure students' greater participation in these activities.

1. The college has the scope of offering new Diploma and Certificate courses. A beginning has been made in this direction by designing the course curriculum on Certificate course on handloom and textiles for implementation, for benefitting the community at large.

Institutional Challenge

1. How to create more space within the campus is one of the major challenges that the college has to deal with due to the fact that most of the classroom buildings are having Assam type construction, limiting the vertical use of space.
1. As the permission for advertising against the vacant posts have not been granted by the state government since long, neither any new post created for last twenty years, the college is to incur huge expenses on monthly salary by appointing faculty and staff on contractual basis. The introduction of new course/programme accentuates the financial liability of the college, which has further been aggravated by fee-waiving scheme of the government in fresh admission.
1. Introduction of new elective subject(s) and new Master's programme invites additional financial burden without corresponding financial support from any source. Revenue generation, under uniform fee structure implemented in the state, happens to be a challenge for the college.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The Institution is affiliated Gauhati University and follows the curriculum prescribed by the University. It offers 16 U.G. programmes in Arts and Commerce and two PG program in English. Among the courses offered at the UG level, 2 are self-financed – BBM, BMC, and MA programme in English and Hindi are also self financed and self sustained. The Institutional vision and goals are realized through quality education with a reasonable degree of flexibility supplemented by extra-curricular, extension activities and sports & games. Curricular choices are guided by emerging needs higher education should address. For an integrated development of personality of the students and to enhance their competencies, remedial is provided. The College obtains a formal online feedback from the students, academic peers, public and alumni with which efforts are made to redesign the programs within the existing curriculum and to take corrective measures, if necessary.

Teaching-learning and Evaluation

The College gives publicity to the admission process through local media and the College website. The admission committee comprising HODs and the Principal as Chairperson completes the admission process honoring the roster system. Seats are reserved to promote equal access to all the students. Orientation/remedial programmes are offered to help students particularly those from socially disadvantaged sections have a smooth transition from one level to another level of learning. The HODs convene departmental meetings to plan academic activities and share responsibility. The traditional method of imparting knowledge is supplemented by periodical student-centered seminars, home assignments and class tests. In MA programme Paper Presentation/Home Assignments/Tutorials are also a part of the internal evaluations. Internal evaluation of students is done by the Institution twice in a semester through sessional tests. The central and departmental libraries are effectively used for the enhancement of teaching and learning. Faculty members are evaluated by the feedback taken from the students and stakeholders online, coupled with the self appraisal reports of the faculty members. For professional development of the faculty the Governing Body offers provision for study leave and training programs. Teachers are encouraged to organize and participate in seminars and conferences.

Research, Innovations and Extension

The Institution aims at developing research culture among the faculty and the students. Faculty members are encouraged and supported to register for research programmes and take up Minor Research Projects (MRPs). Faculty members participate in the regional, national and international level seminars as participants/paper presenters/resource persons. Articles are often contributed to the subject books /magazines /journals/ newspapers. The College also served as a Partner Institute of IGNOU during the 12th plan and offered professional diploma and certificate courses. The institution equally covers the dropout students and alumni of the college by opening the study centre under distance education of Gauhati University. Masters programme and PG diploma in a good number of Arts and Commerce subjects are extended through ODL by organizing counseling classes on every weekend days and holidays. The Institution promotes the participation of students and faculty in extension activities and outreach programs through the National service Scheme (NSS), Red Ribbon Club, Extension Activities Cell, etc.

Infrastructure and Learning Resources

The Institution has a sprawling campus of 20.91(6921.83 sq. Meters) acres with lush greenery around. The Administrative Block is conveniently placed near the college entrance. It comprises The Principal's chamber, the Vice Principal's room, visitors' lounge and the administrative office. There are 38 class rooms in all with 8 rooms earmarked for PG classes and two smart classrooms. There are two laboratories in all—Psychological Laboratory for the Department of Education and the Computer Laboratory with internet facilities, computers and LCD Projector. Moreover there are within the campus a gymnasium complex, auditorium, Teachers' Conference Hall, Gallery Classroom, girls' common room and boys' common room and a separate toilet block. The Central Library with its area of 1770 sq. ft., houses the reprographic centre. The Library has a total of around 40000 volumes of books with around 34000 titles. It also subscribes to 10 magazines, 8 national Journals. The library services are fully computerized with the activation of SOUL 2.0 and RFID enabled accession process. The digital set up the e-resources are made available through membership of NLIST-Inflibnet of UGC. Internet and reading room facilities are available in the Library. It also has collection of audio-visual resources like educational CDs etc. The Library is kept open from 10:00am to 4:00pm on all the working days. The Library infrastructure has been enhanced with renovation under RUSA scheme. The Institution has one well furnished canteen to facilitate students and staff. The Institution provides updated computer facility in the centralized Computer Laboratory for which there are 23 Computers. The Institution has separate hostels for

men and women students and three quarters for faculty members along with Principal's residence in the campus.. For sports and games there is a field and a practice area. Usually cricket and football are played there. Adjacent to the field are the volleyball court, basket ball court and badminton court. All the departments have been given computer sets and laptops for academic and administrative support. There are departmental libraries in most departments to facilitate students' learning process.

Student Support and Progression

The Institution enrolls students belonging to different economic, cultural and academic backgrounds. It aims at an integrated personality development of the students. A number of support services are provided to the students. These include financial assistance or freship for extremely disadvantaged students, academic counselling, career counselling, grievance redressal mechanism. Hence, the drop-out rate is not very high. The Institution has maintained a consistently good academic record over the years. On an average a high percentage of the students progress to further studies and to employment. Through prospectus, local media and website the Institution provides details of the courses offered, admission process, fee structure, exam schedule, library rules, and the all other relevant information. The mandatory curriculum is completed within the time slot determined by the University. A number of short-term professional courses/add-on courses introduced by the Institution, develop life skills; community orientation and personality development of the students The Alumni Association contribute in various ways to the growth and development of the Institution. The Institution encourages the students to participate in extra-curricular activities and sports by instituting the Cultural Academy and Sports Club with regular coaching facilities for various events.

Governance, Leadership and Management

The Institution is managed by the Governing Body which is committed to providing quality education as per the vision-mission statement. The Head of the Institution implements and monitors the programs and activities. There are various committees consisting of the faculty members to assist the Head of the Institution in the academic and administrative activities. They serve as internal coordination and monitoring mechanism. The Head of the Institution convenes the meetings of the staff and the committees at periodic intervals to review the activities. The grievances of the staff and the students are redressed by the Grievance Redressal Cell. The online feedback from the stakeholders is obtained for Institutional development. Training programmes are conducted for the staff. The College being a Provincialized institution receives grants from the Govt. of Assam, development grants from the UGC and infrastructure grant from RUSA. The Governing Body makes adequate budgetary provisions to offer quality programs. All the accounts of the Institution are audited every year. There are provisions for internal and external audit. The admission process is managed with online provision of admission linked with CC avenue as the payment gateway, examination forms are also filled up online. The ICT enables mechanism and continuous CCTV surveillance of the campus help managing the discipline in the campus. Library is automated with RFID enabled accession system.

Institutional Values and Best Practices

For quality assurance the Institution has formed IQAC, which oversees the Institutional activities. Students are sensitized to the needs of the society and social problems. They are encouraged to organize community reach activities. Institutional values are reflected in the extension and outreach activities in the adopted village and adopted schools through extension activities cell and women cell. A good number of best practices are worth

counting:

1. The college has been taking regular HS classes in Arts and Commerce by utilizing the existing faculty, contractual teachers and available resources.
2. The college has instituted Cultural Academy to revive and sustain the traditional values in the field of Arts, culture and vocations.
3. The college has also instituted Sports Club and Gymnasium to provide training and coaching facilities to the students on events like Archery, Cricket, Boxing, Football, Volley ball, basket ball, hockey and body building.
4. The College has a well developed and regularly maintained Thrift and Credit Cooperative Society to extend its welfare service to the staff in times of deep financial crisis. The Society has a corpus fund of around two crores.
5. Regular functioning of College Students' Union Society with democratic values help involving students in the integrated developmental works of the college.
6. The sustenance of flower and herbal garden in the college and regular plantation of trees to maintain greeneries in the campus, happens to be the healthy practice in making the pupil aware about environmental protection.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	BONGAIGAON COLLEGE
Address	BONGAIGAON COLLEGE P.O. DIST. BONGAIGAON
City	Bongaigaon
State	Assam
Pin	783380
Website	www.bongaigaoncollege.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	HITESH CHANDRA DAS	03664-230310	9435324929	-	principalbgncol@gmail.com
IQAC Coordinator	TARUN KUMAR BAHADUR	03664-236576	9435324985	-	tarunkb1163@yahoo.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
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Date of establishment of the college	08-07-1964			
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name		Document	
Assam	Gauhati University		View Document	
Details of UGC recognition				
Under Section	Date		View Document	
2f of UGC	01-12-1972		View Document	
12B of UGC	01-12-1972		View Document	
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	BONGAIGAON COLLEGE P.O. DIST. BONGAIGAON	Semi-urban	20.91	8409

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Economics	36	HS	English + Assamese	150	89
UG	BA,Education	36	HS	English + Assamese	250	227
UG	BA,Assamese	36	HS	Assamese	250	202
UG	BA,Bengali	36	HS	Bengali	100	81
UG	BA,Bodo	36	HS	Bodo	50	35
UG	BA,History	36	HS	English + Assamese	100	44
UG	BA,Philosophy	36	HS	English + Assamese	200	151
UG	BA,Political Science	36	HS	English + Assamese	250	184
UG	BCom,Management	36	HS	English + Assamese	30	30
UG	BCom,Accountancy	36	HS	English + Assamese	30	25
UG	BCom,Finance	36	HS	English + Assamese	30	26
UG	BA,Mathematics	36	HS	English + Assamese	20	4
UG	BA,Sociology	36	HS	English + Assamese	150	103

UG	BBA,Business Administration	36	HS	English + Assamese	30	7
UG	BA (Journalism),Mass Communication	36	HS	English + Assamese	30	4
UG	BCom,Bcom General	36	HS	English + Assamese	120	64
PG	MA,English	24	BA ENG MAJOR	English	50	50
PG	MA,Hindi	24	BA HINDI MAJOR	Hindi	20	20

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				15				33			
Recruited	0	0	0	0	8	7	0	15	13	12	0	25
Yet to Recruit	0				0				8			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				42			
Recruited	0	0	0	0	0	0	0	0	16	26	0	42
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				15
Recruited	8	1	0	9
Yet to Recruit				6
Sanctioned by the Management/Society or Other Authorized Bodies				19
Recruited	17	2	0	19
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	5	3	0	1	1	0	10
M.Phil.	0	0	0	0	0	0	6	3	0	9
PG	0	0	0	4	3	0	6	7	0	20

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	1	0	2
M.Phil.	0	0	0	0	0	0	1	1	0	2
PG	0	0	0	0	0	0	14	24	0	38

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
		1	1	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	1872	0	0	0	1872
	Female	1263	5	0	0	1268
	Others	0	0	0	0	0
PG	Male	45	7	0	0	52
	Female	84	3	0	0	87
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	200	216	217	204
	Female	164	145	148	138
	Others	0	0	0	0
ST	Male	269	300	288	276
	Female	273	292	288	252
	Others	0	0	0	0
OBC	Male	738	751	706	693
	Female	373	363	376	378
	Others	0	0	0	0
General	Male	575	631	696	633
	Female	425	462	490	498
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		3017	3160	3209	3072

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 28

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
08	07	06	06	06

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3226	3329	3279	3279	3159

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1582	1633	1608	1608	1549

File Description	Document
Institutional data in prescribed format	View Document

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
797	794	791	785	872

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
83	75	66	69	71

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
63	63	63	63	63

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 41

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
461.18	537.26	429.33	678.33	289.76

Number of computers

Response: 52

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Apart from the Governing Body, Principal and Vice principal, the Academic Council of the College frequently convenes meeting to take important resolution on academic issues and to design the Academic Calendar of the College. The curricula prescribed by the Univeristy for various programmes are forwarded to the Heads of each department, Each department allocates the syllabii among the faculty members for timely completion as per the guidance shown in the Acedamic Calendar. The syllabus split is circulated among the students to prepare accordingly for sessional and term end examinations. The Routine Cell of the college prepares comprehansive routing covering scheduled, remedial and tutorial classes. Each department also prepare their respective departmental calendars detailing the student-centered activities to be organised during the entire session. Need-based inter-departmental exchange programmes are also organised as innovative practice to make the curriculum attractive.

File Description	Document
Link for Additional Information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 0

1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of the certificate/Diploma programs	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 49.45

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
08	08	07	07	06

File Description	Document
Details of participation of teachers in various bodies	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 21.43

1.2.1.1 How many new courses are introduced within the last five years

Response: 06

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document
Any additional information	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 0

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 00

File Description	Document
Name of the programs in which CBCS is implemented	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 17.43

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
544	486	595	597	611

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document

1.3 Curriculum Enrichment

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

Response:

Bongaigaon college has designed policy of sustaining the human values and professional ethics into curriculum with various add-on programmes introduced time to time. A series of certificate and diploma programmes have been introduced over time to incorporate the human values and professional ethics over time. For instance in 2012, the college introduced certificate programme on taxation practice and procedure in collaboration with local Chartered Accountants. In the same year the college imparted Computer Literacy programme of two months duration meant for the housewives and NGO workers of the locality, preferably downtrodden SHG members. Almost one hundred women SHG members have been given computer literacy in a batch of 20 each. Then the college undertook to link up the course curriculum with ICT by imparting certificate and diploma programme on Financial Accounting with TALLY software.

This year again a new value-added course in the name of "Certificate in Handloom and Textiles" has been introduced inviting students of higher secondary qualification for protection and revival of the tradition of Assam and the North East. The process has been initiated with the cooperation and active participation of the Institute of Handloom Technology, Govt. of Assam and their faculty members.

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 1

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 01	
File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document

1.3.3 Percentage of students undertaking field projects / internships	
Response: 0	
1.3.3.1 Number of students undertaking field projects or internships	
File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System

<p>1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise</p> <p>A. Any 4 of the above</p> <p>B. Any 3 of the above</p> <p>C. Any 2 of the above</p> <p>D. Any 1 of the above</p> <p>Response: E. None of the above</p>	
File Description	Document
URL for stakeholder feedback report	View Document

<p>1.4.2 Feedback processes of the institution may be classified as follows:</p> <p>A. Feedback collected, analysed and action taken and feedback available on website</p> <p>B. Feedback collected, analysed and action has been taken</p> <p>C. Feedback collected and analysed</p> <p>D. Feedback collected</p>	
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Response: E. Feedback not collected	
File Description	Document
URL for feedback report	View Document

NAAC

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 2.37

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
66	90	89	80	61

File Description

Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 80.66

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3226	3329	3279	3279	3159

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3740	4070	4170	4130	4090

File Description

Document

Institutional data in prescribed format

[View Document](#)

2.1.3 Average percentage of seats filled against seats reserved for various categories as per

applicable reservation policy during the last five years**Response:** 100

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1582	1633	1608	1608	1549

File Description**Document**

Institutional data in prescribed format

[View Document](#)**2.2 Catering to Student Diversity****2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners****Response:**

The learning levels of the students are assessed internally by organising sessional examinations twice per semester for students of Major classes, followed by the departmental assessments through student-centered activities like seminars, workshops, group discussions etc. Some times the slow learners are assessed through home assignments. The college takes special care in improving their academic levels by organising remedial classes, individual and group counselling and personal discussions. Visiting professors are also invited for lectures on specific topics so that the interest among students can be created on those areas which do not attract much. ICT support in classroom communication is also promoted to update the knowledge of the learners.

2.2.2 Student - Full time teacher ratio**Response:** 38.87**2.2.3 Percentage of differently abled students (Divyangjan) on rolls****Response:** 0

2.2.3.1 Number of differently abled students on rolls

File Description**Document**

Institutional data in prescribed format

[View Document](#)

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

Response:

Each Department notifies the splitted syllabii at the beginning of the session and also about the course allocation among the existing faculty members. The Departmental sessional examination for Major students are notified through Departmental Academic Calendars and students get prepared accordingly for their respective sessional examinations. The absentees in the sessional examinations are allowed to get evaluated through special examinations and home assignments. Participative learning is promoted through seminars organised departmentally for the students on specific topics related to the course. The slow learners are taken special care in their remedial classes so that they can develop their academic strength at par with the other advanced learners.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 48.19

2.3.2.1 Number of teachers using ICT

Response: 40

File Description	Document
List of teachers (using ICT for teaching)	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 0

2.3.3.1 Number of mentors

2.3.4 Innovation and creativity in teaching-learning

Response:

With prescribed course curricula of Gauhati University for TDC and PG programmes, the faculty members have the only option of making classroom communication more effective, meaningful and learner-friendly. Following innovative and creative steps have been in practice in the college for attractive academic activities.

- Classrooms are made ore interactive by involving the advance learners to explain the topic of discussion for the slow learners.
- The assignments allotted to the individual students are to be completed in the library reading room by searching the e-resources and available books.
- Students are asked to make power point presentation on the selected topics on completion of the units.
- Inter-institutional student exchange programmes are also initiated in some departments to make them familiar with the performance in other colleges.
- Students' performances in sessional examinations are discussed individually to pin point their grey areas.

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 115.56

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 10.81

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
07	09	09	07	07

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 9.07

2.4.3.1 Total experience of full-time teachers

Response: 753

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 1.37

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	01	00

File Description

Document

Institutional data in prescribed format

[View Document](#)

e-copies of award letters (scanned or soft copy)

[View Document](#)

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 5.08

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
04	03	03	03	03

File Description

Document

List of full time teachers from other state and state from which qualifying degree was obtained

[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

In addition to the internal evaluation process prescribed by the University for the students of TDC and PG classes, the college has developed its own evaluation process. Twenty percent of the full marks are taken

from internal evaluation. The weightage for this twenty percent of marks based on continuous evaluation have been worked out at the institution level as follows:

1. Two sessional examinations to be organised in each semester of 20 marks = 40 marks
2. One seminar, group discussion or home assignment of 20 marks = 20 marks
3. Weightage on 75% or more attendance of students in each semester = 20 marks
4. Weightage on students' performance in extracurricular and co-curricular activities = 20 marks

Total = 100 marks of which 20% is considered as individual score of each student as internal assessment.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

The mechanism of internal assessment is transparent and robust. The students are assessed through all their activities during the course of study. Any deficiency noticed anywhere in the performance of the students in sessional examination can be compensated by other steps of evaluation. The process round the session help student making self-assessment and then to tally their scores with the actual assessment.

The process of assessment with curricular, cocurricular, extracurricular and classroom attendance make the system completely transparent and simple. Students, who miss their sessional tests for any reason, may make up the score through other cocurricular and extra-curricular means.

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

Response:

The college has general Grievance Redressal Cell to settle the grievances of any student, guardian and stakeholders. The mechanism is well defined. Apart from that the students are also allowed to verify the marks from the answer scripts in each department and can also apply for the photocopy of the script for getting re-evaluated at his/her own cost.

Gauhati University has also made a similar rule of reevaluation for all such grievances.

Further Right To Information Act 2005 can also be applied by the students to get required information from the college or department.

File Description	Document
Link for Additional Information	View Document

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The institution circulates its Academic Calendar along with the Prospectus at the time of applying for the admission. Hence, the process of internal evaluation are well notified in advance.

Subsequently, each department prepares its own Academic Calendar to detail various student-centered activities so that students are well aware about the process of their evaluation.

The Academic Calendar of the college is also posted on the web portal of the college for making the same readily available to every one at any time.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

A good number of students are graduated every year with flourishing results and some of them are found to have their positions in the university list. A good number of drop out students are accommodated under ODL set up of the college, affiliated to Gauhati University and the graduates have been enrolled for various Masters programmes under ODL system in the college with regular counselling on weekend days.

Professional courses like BMC and BBA are gaining attraction due to their increasing demand in job market.

The alumni of the college are placed on various prestigious posts in the state and some are engaged in govt. sector outside the state in the country.

College website does not display the outcomes because entire results are declared by the University and are placed in their records.

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

Attainment of programme outcomes are evaluated based on the performance of the students in their term end examination of each semester. The Academic Council of the college, constituted by including the HODs of each department, sit together to analyse the performance of the departments and to highlight the grey areas for proper rectification/improvement. The faculty members are taken into confidence before designing any strategic policy for further improvement.

Each department designs the academic calendar with the objective of improving the performance of the department every year.

2.6.3 Average pass percentage of Students

Response: 75.59

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 827

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 1094

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 0.45

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.3	0	0.15	00	00

File Description	Document
List of project and grant details	View Document
e-copies of the grant award letters for research projects sponsored by non-government	View Document
Any additional information	View Document

3.1.2 Percentage of teachers recognised as research guides at present

Response: 0

3.1.2.1 Number of teachers recognised as research guides

Response: 00

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.18

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 03

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 83

File Description	Document
Supporting document from Funding Agency	View Document
Any additional information	View Document
Funding agency website URL	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

Bongaigaon college, being an affiliated college of Gauhati University, does not have any well designed ecosystem for innovation like incubation centre. However the college has an active Internal Career Guidance Cell (ICGC), recognised by the Indian Institute of Entrepreneurship (IIE), Guwahati. Resource persons and experts from various corporate sectors to deliver their talks before the students of final years classes. Regular awareness programmes are organised in collaboration with banks, industrial units and academicians from reputed institutes for their career guidance.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 0

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: No

File Description	Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

File Description	Document
e- copies of the letters of awards	View Document

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 0

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 00

3.3.3.2 Number of teachers recognized as guides during the last five years

Response: 00

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 1.81

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
31	11	30	34	26

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 0.27

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
07	04	02	05	02

File Description

Document

List books and chapters in edited volumes / books published

[View Document](#)

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

Bongaigaon college has been undertaking a series of extension activities in the neighbourhood community by sensitising the students, guardians and the local inhabitants on various social issues and holistic development. Some of them are worth mentioning as follows:

1. One adopted village of the college, viz, Dolaigaon Bhatipara, has been targeted for holistic development. Accordingly, the college has organised a series of sensitisation programme through field work by utilising the services of NSS volunteers, awareness programme by inviting the high government officials, academicians and the faculty members of this college. Major areas of sensitisation programmes relate to gender disparity, cleanliness, vaccination for children, swachh bhara abhiyan, etc.
2. The college has adopted to Higher Secondary Schools of the locality to develop inter-institutional faculty exchanges to make the students more interactive and to develop the academic atmosphere learner-friendly.
3. The college is also involved in various activities of local NGOs and promotes their projects by extending infrastructure support of the campus and also be collaborating their activities. Mentioned may be made of North East Educational Forum, the local NGO, who gets the support of taking examination on Arts and Music in our college. The college has also collaborated with Bachpan Bachao abhiyan of Dr. Kailash Satyarthi by participating in their Bharat Yatra for general awareness on children abuse and children exploitation.
4. Local administration gets full support in organising various celebration programmes like Gandhi birth

day, Republic day, Independence day, etc apart from our manpower support in various official works relating to election, NRC issues, competitive examinations, recruitment tests, etc.

5. The Cultural Academy of the college extends its physical effort in nourishing the singing quality of the students and also in protecting the traditional folk culture and songs of the locality .

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 1

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
01	00	00	00	00

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document

3.4.3 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 last five years

Response: 0

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 0

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 6

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
03	01	01	00	01

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document
Copies of collaboration	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 0

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

Established in the year 1964, Bongaigaon college has developed infrastructure for teaching learning activities in the college. The supporting infrastructure for teaching learning process in the college are summarised below

1. No. of classrooms: 38
2. Departmental Seminar Library: 13
3. Classroom with projector fittings: 10
4. Smart classrooms: 02
5. Centralised Computer lab: 01 with 23 computer sets and internet facility
6. Psychology Laboratory: 01 equipped with manual and electrical apparatus.

File Description	Document
Any additional information	View Document

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

Response:

Bongaigaon college has a total land area of 20.91 acres with sufficient open space and built up sports ground. The college has developed sports facility for both minor and major games and constructed play grounds as follows:

1. Gymnasium: 01 equipped with instruments for physical fitness.
2. Cricket - cum football play ground: 01
3. Badminton court: 02
4. Basket ball court: 01

5. Volley ball court: 01

6. Boys' common room with Table tennis Board: 01; carrom board : 04

7. Girls' common room with carrom board: 04

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

Response: 9.76

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 4

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
any additional information	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 33.94

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
272.39	292.31	122.62	67.83	51.23

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document

4.2 Library as a Learning Resource

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

Response:

The centralised library of the college has been completely automated by using SOUL, the integrated library management software developed by Inlibnet, /ahmedabad. All the existing and newly purchased books have been entered as per the format prescribed by the software. In addition to that the library accession system has been further upgraded by installing RFID enabled kioks for self service of the student with the use of antitheft sticker as well.

Books of various departments are purchased based on the titles prescribed by the departmental heads. A good number of journals are also subscribed as per the recommendation of the departments.

The library facility is also extended to the alumni and the students of neighbouring institutions based on the recommendation of the head of the institution and countersigned by the principal of this college. This has helped developing a library network within the district.

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment**Response:**

1. THE WORLD BOOK OF ENCYCLOPEDIA; ACC NO. 3261-3281; 22 VOL.; FIELD ENTERPRISES EDUCATIONAL CORPORATION, CHICAGO, USA, 1973.

2. GREAT WRITERS OF ENGLISH LANGUAGE: EARLY ENGLISH WRITERS; ACC NO. 20411 - 20423; 14 VOL; MARSHALL CAVANDISH, NEW YORK.

3. THE COLOMBIA ENCYCLOPEDIA, 3RD EDITION; ACC NO. 1805-1809; 5 VOL; WILLIAM BRIDGWATER AND SEYMOUR KURTZ.

4. THE PICTORIAL HISTORY OF THE AMERICAN REVOLUTION AS TOLD BY EYEWITNESSES AND PARTICIPANTS; RUPERT FURNEAUX. ACC NO. 3653; THOMSON PRESS (INDIA) LIMITED, 1975.

5. A STUDY OF HISTORY; ARNOLD TOYNBEE; ACC NO. 2933 OXFORD UNIVERSITY PRESS, LONDON, 1972.

6 KOUTUK ARU KAIHONI ANKO; DANDIRAM DUTTA; ACC NO. 5932, 1968.

4.2.3 Does the institution have the following:

1.e-journals

2.e-ShodhSindhu

3.Shodhganga Membership

4.e-books

5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B. Any 3 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 5.38

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
13.87	3.08	1.6	4.12	4.22

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

4.2.6 Percentage per day usage of library by teachers and students

Response: 0.3

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 10

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The institution frequently uses its IT facilities including WI-FI for various academic and administrative works as follows:

Commerce stream of the college has ITB as a compulsory paper having practical exposure towards use of IT in business.

The students are allowed to access books and journals in the library through IT enabled accession process.

The office of the principal uses official website meant for public finance management and salary disposal per month.

The online admission process is based IT for data consolidation and report generation.

The registration of the students and their forms to be filled up online for various external examination as well as allotment of marks to the students against internal assessment are all done by the office online with the support of WI-FI.

The campus surveillance is made through web camera installation in the campus, which can be operated through IT.

4.3.2 Student - Computer ratio

Response: 62.04

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: >=50 MBPS

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document
Link to photographs	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 55.09

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
188.8	245	306.71	238.54	238.53

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document

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.

Response:

Bongaigaon college prints prospectus every year and circulates among the students every year at the time of admission so that the students get awareness about the teaching learning process in the college, students support system in the college and other facilities available to them during their course of study.

The published prospectus details about the facilities available to them and about the responsibilities allotted to them. Course curricula, departments, subjects are all narrated there along with the process of selection for admission.

Various physical facilities available in the college are maintained through various cells and sub-committees. For instance, Psychology laboratory is maintained by the Education Department, and computer lab is maintained by the Computer Literacy Cell. Library has its own Library Committee which comprises of the HoDs of all departments. Sports complex of the college is maintained by the Games and Sports Cell along with the Zymnasium management. Classrooms are maintained by the Academic Council

with Vice Principal as the Academic administrator.

NAAC

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 28.8

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1819	1209	995	311	362

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 1.79

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
19	14	82	95	81

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses

7. Yoga and meditation**8. Personal Counselling****A. 7 or more of the above****B. Any 6 of the above****C. Any 5 of the above****D. Any 4 of the above****Response:** D. Any 4 of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years**Response:** 0

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years**Response:** 0.09

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
14	0	0	0	0

File Description	Document
Details of the students benefitted by VET	View Document
Any additional information	View Document

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 0

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 0**5.2.2.1 Number of outgoing students progressing to higher education**

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)**Response: 0.18****5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
02	03	01	01	02

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1086	1034	1074	1025	869

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities**5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.****Response: 0****5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five**

years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

Bongaigaon College Students' Union Society (BCSUS) is an active union body of the students constituted every year through election. The portfolio includes President, Vice President, General Secretary, Assistant General Secretary, Games Secretary, Fina Arts Secretary, Debate & Symposium Secretary, Boys' Common Room Secretary, Girls' Common Room Secretary, Social Service Secretary, Literary Secretary and Class Representatives from each class. The body is meant for organising various inter-institutional and intra-institutional sports activities. Annual college festival is organised every year to expose th inner talents of the students.

The student union members become the members of Discipline monitoring cell, Project Monitoring Committee and other core and non-core cells and committeesby virtue of their portfolios.

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 35.2

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
39	34	35	35	33

File Description	Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

Though the college was established in 1964 and as many as 50 batches of students passed out of this college, the necessity was never felt to form a forum for alumni until the advent of NAAC. It is rather the idea generated by this organization that helped in the birth of An Alumni Association of Bongaigaon College. A general meeting was called for this purpose in the last part of 2002 in the college by the initiative of some teachers who happened to be alumni of the college. An Adhoc committee came into existence in the month of November 2002. The committee decided to pay more attention to the membership drive and collect as many names as possible. It was not an easy job to get information about 40 batches of students and however, all connection were explored to get linkages who are spread all over the country and also in the other parts of the world. After several small meetings, a general meeting was organized this year only in the month of November (2003) to form a full-fledged committee. This committee has taken some decisions, which will be implemented in due course of time. It has yet to place its constitution in the general body meeting and get approval.

A health check up cum diabetes detection camp was organized by the association on 9th October 2004 for all the employees of Bongaigaon College & their family as well. All together 87 persons registered for this camp and got advise from doctors.

The activities of Alumni Association continued with the cooperation of the Governing Body of the College. Some members of the Association generously donated computers to the college. A cleanly drive coupled with awareness programme on the eve of cycle 2 accreditation of the college was undertaken by the Association. The Association interacted with the peer members during the process of accreditation and helped a lot in organising the meetings in each department.

Bongaigaon College concluded its Golden Jubilee ceremony in the year 2015 where alumni of the college extended full cooperation. One Seminar on DinkarSahitya was organised by the alumni Association in the month of December 2014 prior to the ceremonial function of Golden Jubilee. 30th January 2015 was especially carved for the Alumni of the college during the golden jubilee programme schedule where a talk show on academic responsibilities of Alumni was the burning topic.

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: ? 5 Lakhs

File Description	Document
Any additional information	View Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 12

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
03	02	02	03	02

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

The governance of the college follows the administrative hierarchy as developed under the prescribed setup of the provincialised colleges as per the Assam College Employees (Provincialisation) Rules, 2010, subsequently amended in the year 2017.

All stakeholders in the system have been effectively involved in the governance of the college administration.

The College has practically succeeded to some extent in meeting institutional goal by elevating the College's role towards social inclusion i.e. in promoting outreach activities. Moreover, to enhance resource-building capacity and to improve discipline in financial management practices of the institution through rationalization of fee structure and expenses, the College has taken concrete steps in line with the uniform fee structure of colleges in Assam.

The institution is moving in right direction vis-à-vis its goal and objectives towards creating institutional values combining academic excellence with a search for social awareness. Activities this year have been primarily focused on the aspects of improving specific segments of academic and extra academic fields which go into meeting mission and vision, goals and objectives of the institution in a better way.

File Description	Document
Any additional information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

The institution believes in participative management. Hence the governance mechanism is properly decentralized. The overall administrative decisions are taken by the Principal as a representative of the Governing Body of the College. Vice Principal serves as the Academic head of the college and mainly looks after the admission and examination process of the college. The Academic Council includes all the heads of various departments, who take vital decisions of events to be scheduled in the college. Other co-curricular, extracurricular, extension and outreach activities are administered by various cells structured by the Governing Body of the college for specific purposes.

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution**Response:**

Proceedings and resolutions relating to the development plan and projects of the college are maintained by the governing body and are executed by various sub-committees as per the deployment of the GB. The major projects of perspective nature are monitored by the project monitoring committee, structured by including technical personnel and experts from various relevant fields. The plan and estimates for these development projects are approved by the authorized signatories in respective department and with prior technical sanctions received from the competent authority.

File Description	Document
Link for Additional Information	View Document

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism**Response:**

Being a provincialised college of the state, the organizational structure of the college follows prescribed norms set in the Provincialisation Act 2001 and subsequent rules framed on the basis of the given Act.

The college has a Governing Body, constituted as per the norms of the government and is functioning for a period of three years.

The administrative setup of the college is decentralized by involving various committees and sub-committees constituted in the college with the approval of the Governing Body. All these sub-committees and Cells have well defined functions.

The service rule, procedures, recruitment and promotional policies are designed by the government in conformity with the provincialisation Act. However, contractual appointments of faculty and staff are made by the college by constituting selection committee for the purpose.

The College has well defined redressal mechanism, widely circulated and notified on the college web portal.

6.2.3 Implementation of e-governance in areas of operation

- 1.Planning and Development**
- 2.Administration**
- 3.Finance and Accounts**
- 4.Student Admission and Support**

5. Examination**A. All 5 of the above****B. Any 4 of the above****C. Any 3 of the above****D. Any 2 of the above****Response:** B. Any 4 of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP Document	View Document
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions**Response:**

Each Cell of the college has its own defined functions and responsibilities. The cells organize their meeting and passes resolutions before undertaking the work. The convenor/coordinator of the cell/committee reports to the Principal/Governing Body of the college about the details of financial involvement in organizing the allotted activities and acquires sanction for the same. The submission of annual report by the convenor/coordinator of the cell finally gets documented for future references.

6.3 Faculty Empowerment Strategies**6.3.1 The institution has effective welfare measures for teaching and non-teaching staff****Response:**

Following welfare measures have been introduced in the college for teachers and non-teaching staff:

- Group saving link insurance is mandatorily implemented for all staff working on sanctioned posts. They contribute monthly premium for the same, deducted at source from monthly salary.
- All staff on sanctioned post have their GPF/NPS activated with monthly contribution, deducted at source.
- The College has constituted Bongaigaon College Employees' Cooperative Thrift & Credit Society

ltd. With its registration under Society's Act. The Society has its corpus fund of more than rupees one crore. The members contribute to the fund on monthly basis and are allowed to get permanent and temporary loans as per the provision of the approved bye-law of the Society.

- The employees working on non-sanctioned posts have been covered under Employee State Insurance Corporation (ESIC), with their monthly contributions partly shared by the employer as per the prescribed rule of the scheme. The medical facilities are being availed by many of the card holders under the scheme.

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 7.25

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
04	05	05	07	05

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

Bongaigaon College has initiated the process of taking self appraisal report of the faculty and staff since the days of 1st cycle of accreditation of the institution. The Appraisal report so collected are endorsed by the heads of respective departments in case of faculty members and by the Principal in case of non-teaching staff. The analysis of the same is made in the Academic Council meeting where these appraisals are weighted with the feedbacks received from different stakeholders.

The format has been redesigned recently to make it more viable and acceptable with respect to the API scoring under Performance Based Appraisal System (PBAS). The promotion of faculty members from one grade pay to the other follows the API scores, which covers the performance of the faculty members with respect to three categories of assessment. The Self Appraisal Report of the faculty members follow the same pattern for maintaining transparency and scientific design of assessment.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

All funds of the college are audited annually by the local Chartered Accountant, appointed as internal auditor. The Annual report of the audited accounts is kept in record every year. Following the annual audit, statutory audit is also done by the government regularly and all the books of accounts are authenticated by

the Government auditor.

In addition to that, the college has been submitting timely Utilization Certificates for each fund being released by the Govt., UGC and RUSA by getting the Income & Expenditure A/C prepared by the Chartered Accountant.

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 3.55

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.12	1.86	0.49	0.55	0.53

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document
Annual statements of accounts	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The college has following identified sources of receiving funds:

GDA received from UGC; Infrastructure Grant received from RUSA; Building & Hostel Grants received from State Government, College Development Fund from students' contribution and tuition and other fees received from students.

The college utilizes these funds by making plan and estimates and getting the same approved by the appropriate authority before materializing the work. The works are supervised by the technical person deputed by the Project Monitoring Committee and then final UC is sent along with audited income and expenditure accounts.

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**Response:**

Since the days of constituting the IQAC in the college, the Cell has been preparing and submitting the AQAR as per the prescribed guidelines. In addition to that, the IQAC has been organizing workshops and awareness programmes for sensitizing the issues of quality assurance among the faculty members. In the process of institutionalizing the quality assurance strategies and processes, the Cell has taken following remarkable steps:

- Introduced online admission process for all classes so as to prepare the database of all types relating to students.
- Rationalized the fee structure and collection process by linking with the payment gateway signing the MoU.
- Linked the performance appraisal of the faculty members with API scoring for promotion to next grade.
- Sensitized the internal evaluation process by integrating the extracurricular, co curricular activities along with sessional examination and attendance of the students.
- Introduced online feedback system so as to avoid personal influences in getting feedback from the students. Also covered alumni, peer members, teachers and employer in the feedback process.
- Stressed on library automation through SOUL software and RFID enabled accession process.

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**Response:**

In the process of streamlining the teaching learning process, the IQAC has been following steps:

- The IQAC prepares the Academic Calendar every year at the beginning of the session and circulates the same through prospectus and college web portal.
- The IQAC convenes meeting with Academic Council and discusses about the teaching learning strategies in the coming session based on the performances and experiences of the previous session. The appraisals and feedbacks are taken into consideration while making new strategy. The meeting also sortlists the requirements by the department in terms of physical facilities and faculty needs so that the GB can take proper decision for new recruitment on contractual basis.
- Following the Joint meeting, each department of the college convene the meeting with the faculty members to allocate the courses for classroom teaching. The faculty members are then asked to split the syllabus for teaching learning confirming to the Academic Calendar and sessional examinations.
- A review meeting is convened after evaluation of scripts of each sessional examination so that any improvement can be made over the lapses found anywhere.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 2.2

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
03	02	01	02	03

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
Any additional information	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

File Description	Document
e-copies of the accreditations and certifications	View Document
Details of Quality assurance initiatives of the institution	View Document
Annual reports of institution	View Document

6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

Response:

Following the suggestive recommendations of the peer team during the 2nd cycle of accreditation, the college has undertaken the following quality initiatives:

- *The course could not be sustained. This year college could introduce a new Certificate Course in Handloom and Textiles to retain the tradition of the region and also to converge new scientific techniques with tradition. The course is planned for students qualified with intermediate classes. But short tie courses for fragmented part of the activities like weaving, warping, dying etc may be provided to the interested villagers at the neighbourhood.*
- *The college has widened the scope of ICT in the college by using the same right from admission to the academy and the library. Even the feedbacks from all stake holders are taken online by using ICT. Governance of the college has become more smooth and more integrated with the use of ICT.*
- *Contractual staffs are streamlined by extending the medical facility to them by introducing the facility of ESIC. Faculty members are contractually appointed with handsome salary, library facility extended to them and by their involvement in the corporate life of the college.*
- *The college has established Cultural Academy and Sports Club to popularize the extracurricular and sports temperament in the college. Trained and qualified coaches are engaged to provide coaching in the field of folk dance, cricket, football, volley ball, archery, boxing, basket ball, badminton and body building events. The college has also developed the cricket and football ground and also constructed courts for basket ball, volley ball and badminton.*
- *In 2017 we have completed the work of upgrading the college library with RFID enabled system for self accession and return of books. NLIST membership has also helped surfing of e-resources from Shodhganga.*
- *Server installation with static IP has helped making the college completely WI-FI for the accessibility of internet to all faculty and students.*
- *Infrastructure of the college is also augmented with two smart classroom, one gallery class room, auditorium with sound system fittings, technology enabled classroom under construction, three faculty quarters newly constructed, women's hostel expanded with new RCC block, new boys' hostel with RCC foundation and a completely new two storied Academic Building. A proposal of constructing Jagjevan Ram Chhatrawas is under consideration of the welfare department of the state government.*

Campus greenery has also got priority for protection of natural environment. A series of trees have been planted in the campus along with existing gardens. Further a proposal has been submitted to IOCL to set up a garden with medicinal plants covering an area of almost 3200 sqm. In front of the faculty quarters.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 7

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
01	02	03	01	00

File Description

Document

List of gender equity promotion programs organized by the institution

[View Document](#)

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

- 1. Safety and Security**
- 2. Counselling**
- 3. Common Room**

Response:

- 1. Safety and Security:** College is surrounded by two layers of boundary walls – one is the inner campus, known as Academic Campus and the other is the outer campus covering hostels and quarters. Day guards and night guards are engaged by the college for internal security of the campus. The Academic campus has security check to allow valid students and guardians to enter the campus.
- 2. Counselling:** The ICGC and Extension activities Cell as well as the Women Cell of the college undertake various counseling programmes for gender sensitization. Apart from this the college collaborates with local NGOs in organizing such sensitization programme on women related issues.
- 3. Common Room:** College has one Boys' Common Room of adequate size and two Girls' Common Rooms with attached toilets. These rest rooms are well furnished, ventilated and lighted. For teaching staff also the college has one Teachers' Common Room with attached toilets apart from Departmental offices for each department. One teachers' Conference Hall, auditorium and Gallery Classroom are also meant for the use as common meeting places.

File Description	Document
Any additional information	View Document

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 74.7

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 332.4

7.1.3.2 Total annual power requirement (in KWH)

Response: 445.0

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 9.37

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 93.42

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 997.2

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:

- Solid waste management
- Liquid waste management
- E-waste management

Response:

- **Solid waste management :** Campus sweeping and cleaning is regularly made early in the morning by engaging sweepers on regular basis. The solid garbages are mostly bio-degradable and are dumped in the holes dug for the purpose of decomposition. Non-degradable wastes are carried out by the municipal van for proper disposal.
- **Liquid waste management:** Proper drainage facility with scientifically designed outlet has been constructed in the entire campus for the disposal of liquid wastes.
- **E-waste management:** The College has Arts and Commerce streams without IT course. However, the campus generates e-wastes due to repairing and replacement of parts and sets of computers and other electronic devices. The existing e-wastes are stored in safe place for their disposal at a time. No such wastes have been disposed till date.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Bongaigaon college is located in the western part of Assam, having rains almost through out the year. The college is located in a campus of around 20.91 acres of land with built up area of around 8000 sq.m. With full of greeneries and a big water body in front of the college, we are blessed with natural storage facility of rain water. The rain water harvested in this water body are used for fishery and also for immersion of gods and goddesses during the festivals celebrated by different community round the year.

The water reservoir was created covering a land area of around 90 bighas when the railway authority required earth-filling soils to be carried for construction of railway quarters. The process of such construction ultimately led to such a huge water body in front of the college which bears a huge water reserving capacity. All storm waters of the college are drained to that reservoir, popularly called 'Motor Gaddha'.

With such a huge water body in front of the college, the authority never felt any need of harvesting rain water.

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**
 - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

- **Students, staff using**

1. **Bicycles:** Students are mostly coming from rural background and prefer coming to the college by using bicycles. Girls especially prefer bicycle for attending the college. Some teachers also prefer using bicycle. The college has two cycle stands and one big open space for the purpose.
 2. **Public Transport:** The location of the college is such that people prefer coming to the college by using manual rickshaw and e-rickshaw.
 3. **Pedestrian friendly roads:** The approach road to the college passes through railway colony and through residential area where road does not have much traffic and hence people prefer coming to the college even without any vehicle.
- **Plastic-free campus:** All efforts have been taken to keep the campus plastic free. Disposable glasses and plates, made of papers are used in all meetings, conferences and seminars. The college canteen is also instructed to use only such plastics which can be re-used and recycled.
 - **Paperless office:** The office work is automated with online admission process, online form fill up and registration process, the office could not be made paperless due to the traditional way of record keeping desired by the higher education department and the University. However, the extent of the use of paper has been reduced marginally.
 - **Green landscaping with trees and plants:** Bongaigaon College is recognized as green campus due to its overall greeneries in and around the campus. Good numbers of saplings are planted every year with appropriate protection measures and nourishment.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0.04

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.09	0.03	0.11	0.09	0.43

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms

6.Scribes for examination**7.Special skill development for differently abled students****8.Any other similar facility (Specify)****A. 7 and more of the above****B. At least 6 of the above****C. At least 4 of the above****D. At least 2 of the above****Response:** D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years**Response:** 0

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)**Response:** 5

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
01	01	01	01	01

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
Any additional information	View Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website

Response: No

File Description	Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: No

File Description	Document
Any additional information	View Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions**Response:** Yes

File Description	Document
Any additional information	View Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years**Response:** 25

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
06	03	07	05	04

File Description	Document
List of activities conducted for promotion of universal values	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities**Response:**

The College is known for its cultural activities in the district. It regularly participates in the national festivals like Independence Day & Republic day celebration organized by the district administration. It also celebrates Gandhi birthday, Netaji Subhash Jayanti, Swami Vivekananda's Youth Day, Sardar Patel's birthday, Dr. Bhupen Hazarika's Xomonvay divox, Teacher's day celebration, etc.

The college has erected statues of Sarvapalli Radha Krishnan, Lakkhi Nath Bezbaruah and also the founder of the college Sitananth Brahmachoudhury.

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

- **Financial Function:** All fees are collected through challan in the bank and transferred to respective accounts through ECS. The principal and the President of the GB are the signatories on the cheque. All transactions are made through cheque and RTGS so that accounting system becomes smooth and transparent. The salary of the staff on sanctioned posts is drawn per month by detailing the salary statement online on the URL Finassam.in. The pay slips are also generated accordingly. The payment to the vendors, contractors and the labour on muster roll are made by uploading the records on the portal meant for public finance management system (PFMS).
- **Academic Function:** The academic hierarchy is maintained with Vice Principal as the academic administrator, followed by the Heads of each department and then the faculty members. The department prepares the academic calendar and all activities are designed and executed accordingly.
- **Administrative Function:** Being a provincialised college, the college is administered under the administrative rule of the Department of Higher Education, Govt. of Assam. All rules are executed with the confirmation by the Governing Body of the college. The principal represents the administration in the college and discharges all responsibility on behalf of the government and the Governing Body.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

BEST PRACTICE NO. 01

1. Title: **BONGAIGAON COLLEGE CULTURAL ACADEMY**

2. Objectives of the Practice

The Cultural Academy is instituted in the college in the year 2009 with the objective of retaining and sustaining the folk culture of the locality which has been losing its existence under the influence of increasing popularity of Western culture. Talents of fine arts among the students are exposed and refined with training by the experts from various fields. Expert Cartoonists, Folk dance teachers, singers were invited in the college for organizing workshops under this banner. Our talents got recognized even at the national level through folk songs, dances and one act play being performed by the students during Youth Festival.

3. The Context

It was challenging for the college to introduce the trend of Fine Arts along with the general curriculum of Arts and Commerce. It was also challenging in the part of college administration to provide platform for those talents.

4. The Practice

The act of reviving and retaining the cultural heritage in the college happens to be a unique idea. The college does not run any certificate or diploma course of fine arts neither does it have any affiliation to any gharana for this venture. The involvement of some faculty members and some alumni in this project of the college with acute selflessness has made the venture unique and self sustaining. The faculty members also get relaxed with their involvement in musical concert by releasing some time from their busy academic schedule.

However, the limitation lies in the lack of course content, a prescribed syllabus and full time teacher for the purpose.

5. Evidence of Success

The success of the effort is evidenced in the prize winning performance of our students in state level and national level performances. Some of the achievements are as follows:

- Folk dance of Shilpa Mahato and her team won 1st prize in district level Independence day programme in the year 2015.
- One Act Play won state level award and Miss Meghalee Rangra won the Best Actress award in 2016 in the Youth Festival of the university.
- Mr. Harshajit Ray got 1st prize in the same Youth Festival for his modern song in 2016.
- The college team won 3rd prize in 32nd All India inter-university national youth festival, organized in Vidyasagar University, Kolhapur during 2016-17.
- Bagged 1st prize in folk orchestra where our students Bijuli Brahma played Sifung and Dwiji Braham played Srija.

6. Problems Encountered and Resources Required

The popularity and functional fairness of the Cultural Academy has the problem of recognition by the University. Such programme of classical dance and song with traditional blending does not have any specific course design to get affiliated to the University. It requires some affiliation so that the students joining the academy can be recognized with merit under some affiliated banner.

7. Notes (Optional)

The inherent talents of the students in each college require proper strategy for exploration. Hence, the college authority must promote such types of healthy practices where expertise of the community can be utilized in the process of refining the talents.

BEST PRACTICE NO. 2

1. Title: Bongaigaon College Employees Thrift & Credit Society Limited

2. Objectives of the Practice

The Society is instituted in Bongaigaon College in the year 1974 with the objective of developing a full proof mechanism of financial assistance to be given to the members of the Society. The Society runs with an approved bye-law, registered under the Society's Act 1949. Since its inception, the Society has accumulated a corpus fund of around rupees two crores. The Society is administered by constituting one Managing Committee, functional for a period of three years. The accounts are regularly audited internally followed by statutory audit.

3. The Context

With the objective of providing financial assistance to the members, the Society has made a provision of temporary loan to be allotted to the members against their approved applications to a tune of maximum Rs.2.0 lakhs. The members can also get permanent loan up to a maximum limit of Rs. 15.0 lakhs subject to the prior sanction by the Committee. The faculty and the staff in the college do not have any medical or residential facilities except monthly allowances. Hence the College Cooperative Society has been playing a responsible role in ensuring welfare to them in times of any emergencies or situations of deep financial crunch.

4. The Practice

The uniqueness of the service of the Society lies in its continuous credit service to the staff members as a standing support without much paper work. The rate of interest for these loans are so nominal and the process of getting the same sanctioned is so smooth that the members feel liquid asset being available to them at their door step. The Society has also created one Welfare fund for the welfare of the staff in times of their acute crisis and critical illness.

5. Evidence of Success

The Society of the College has tremendous success, visualized in the accumulated corpus fund. Its success is also evidenced in the residential buildings being constructed by many members at the early stage of their service life. It has also supported the members in providing higher education to their wards. Quarterly internal audit, followed by annual audit and then statutory audit of the books of accounts have kept the record completely transparent.

6. Problems Encountered and Resources Required

The Society has been facing problems in monthly subscription collection from the members since the days of provincialisation. The earlier practice of getting the monthly contributions deducted at source has been stopped due to treasury based ECS transfer of salary of the employees in the college. As the treasury has not accepted making such deduction from the salary, the alternative arrangement of collecting post-dated cheque from each member for entire financial year, has become a cumbersome job in the part of the secretary. Though some members use internet banking for contributing to the society per month, but this net banking facility is not availed by each members. Hence, the Secretary of the Society has extra workload of collecting monthly contribution from the defaulters.

7. Notes (Optional)

The service of the Cooperative Thrift & Credit Society of the college has invited attention of the neighbouring institutions. These institutions also have planned and executed such service in their

respective institution following the modality in our college.

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

Bongaigaon College has practically succeeded to some extent in meeting institutional goal by elevating the College's role towards social inclusion i.e. in promoting academic, co-curricular and outreach activities. Moreover, to enhance resource-building capacity and to improve discipline in financial management practices of the institution through rationalization of fee structure and expenses, the College has taken some rational steps.

The institution is moving in right direction vis-à-vis its goal and objectives towards creating institutional values combining academic excellence with a search for social awareness. Activities this year have been primarily focused on the aspects of improving specific segments of academic and extra academic fields which go into meeting mission and vision, goals and objectives of the institution in a better way. Academic extension of the college from UG to PG courses and simultaneous professional courses in Mass Communication and Business Administration on self sustaining basis, evidences the effort of the college towards attaining academic excellence. Adoption of Higher Secondary Schools and nearby village, help fulfilling the mission of community service through outreach activities. Formation of Cultural Academy and Sports Club in the college and their efficient functioning help our mission and vision of imparting knowledge and skill among the learners for their overall personality development.

5. CONCLUSION

Additional Information :

A series of programmes under distance mode in the college have the added value in the sense that these programmes do not only provide opportunity for higher learning to the poor students and the students who want to continue their studies along with job, but also help promoting opportunities to create interest among students for those programmes which are not available to them in regular mode. Along with BA and BCom courses, there are programmes like MA in Economics, Political Science, History, Bodo, Philosophy, Education, Bengali, Assamese, Mass Communication and PG diploma courses in Business Management, Human Resource Management, Computer Application, etc. affiliated to the Institute of Open & Distance Learning, Gauhati University.

Concluding Remarks :

The dynamics of the present strategies we have adopted may be an index for the future vision. Our priority will be to strengthen the teaching-learning aspect not necessarily to churn out graduates and post-graduates, but also to institutionally inure them to a participatory vision in building a society. Needless to say, our effort will stress on a formation of an integrated consciousness in a multi-ethnic society representing our college. We plan strategizing an expansion of the infrastructure and in diversifying courses catering to the needs of the time. Various job-oriented certificate courses are soon to be introduced. Moreover, the College will step up activity on out-reach programmes testifying to its vision of the institution's social activism.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.1.2	<p>Number of certificate/diploma program introduced during the last five years</p> <p>1.1.2.1. Number of certificate/diploma programs introduced year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>1</td> <td>0</td> <td>2</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Remark : There is no proof provided for the claim and also handloom textile program is a value added program and hence cannot be considered here.</p>	2017-18	2016-17	2015-16	2014-15	2013-14	0	0	1	0	2	2017-18	2016-17	2015-16	2014-15	2013-14	0	0	0	0	0
2017-18	2016-17	2015-16	2014-15	2013-14																	
0	0	1	0	2																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
0	0	0	0	0																	
1.3.2	<p>Number of value added courses imparting transferable and life skills offered during the last five years</p> <p>1.3.2.1. Number of value-added courses imparting transferable and life skills offered during the last five years</p> <p>Answer before DVV Verification : 03 Answer after DVV Verification: 01</p> <p>Remark : As per the proof and clarification provided.</p>																				
1.3.3	<p>Percentage of students undertaking field projects / internships</p> <p>1.3.3.1. Number of students undertaking field projects or internships</p> <p>Answer before DVV Verification : 212 Answer after DVV Verification: 0</p> <p>Remark : As per the clarification provided.</p>																				
1.4.1	<p>Structured feedback received from</p> <p>1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise</p> <p>Answer before DVV Verification : A.Any 4 of the above Answer After DVV Verification: E.None of the above</p> <p>Remark : The feedback forms provided are not filled and hence cannot be accepted.</p>																				
1.4.2	<p>Feedback processes of the institution may be classified as follows:</p>																				

Answer before DVV Verification : B. Feedback collected, analysed and action has been taken
 Answer After DVV Verification: E. Feedback not collected
 Remark : The URL provided shows an error. Hence the option has been changed accordingly.

2.3.3 Ratio of students to mentor for academic and stress related issues

2.3.3.1. Number of mentors

Answer before DVV Verification : 42

Answer after DVV Verification: 0

Remark : Since there were no teachers designated as mentors, the number has been reduced to 0.

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

2.4.4.1. Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
01	02	00	01	00

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	01	00

Remark : As per the proof provided.

3.1.2 Percentage of teachers recognised as research guides at present

3.1.2.1. Number of teachers recognised as research guides

Answer before DVV Verification : 05

Answer after DVV Verification: 00

Remark : No proof or clarification has been provided and hence the number has been reduced to 0.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

3.2.2.1. Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
02	02	04	01	00

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

Remark : The list provided are not related to this metric and hence the number has been reduced to 0.

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Answer before DVV Verification : Yes

Answer After DVV Verification: No

Remark : the option has been changed based on the clarification provided.

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

3.3.3.1. How many Ph.Ds awarded within last five years

Answer before DVV Verification : 08

Answer after DVV Verification: 00

3.3.3.2. Number of teachers recognized as guides during the last five years

Answer before DVV Verification : 00

Answer after DVV Verification: 00

Remark : As per the clarification provided.

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

3.3.4.1. Number of research papers in the Journals notified on UGC website during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
31	11	31	34	26

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
31	11	30	34	26

3.4.3 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 last five years

3.4.3.1. Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-

wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
03	05	07	07	01

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

Remark : There is no proof provided to support the claim. Hence the number has been reduced to 0.

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

3.4.4.1. Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
00	01	03	04	00

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

Remark : This metric is about the number of students and not the number of activities. Since there is no proof provided to support the claim, the numbers have been reduced to 0.

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

3.5.2.1. Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
01	00	00	00	00

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

Remark : As per the clarification provided.

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

4.1.3.1. Number of classrooms and seminar halls with ICT facilities

Answer before DVV Verification : 19

Answer after DVV Verification: 4

Remark : As per the clarification and proof provided, the number has been edited.

4.2.6 Percentage per day usage of library by teachers and students

4.2.6.1. Average number of teachers and students using library per day over last one year

Answer before DVV Verification : 210

Answer after DVV Verification: 10

Remark : As per the proof only about 10 people have visited the library per day.

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Answer before DVV Verification : Yes

Answer After DVV Verification: No

Remark : The option has been changed based on the clarification provided.

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

5.1.4.1. Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
00	16	06	13	22

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

Remark : Since there is no proof provided to support the claim, the number has been reduced to 0.

5.2.1	<p>Average percentage of placement of outgoing students during the last five years</p> <p>5.2.1.1. Number of outgoing students placed year-wise during the last five years Answer before DVV Verification:</p> <table border="1" data-bbox="308 309 1046 443"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>02</td> <td>11</td> <td>26</td> <td>33</td> <td>17</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="308 521 1046 656"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>00</td> <td>00</td> <td>00</td> <td>00</td> <td>00</td> </tr> </tbody> </table> <p>Remark : Since there is no proof provided to support the claim, the numbers has been reduced to 0.</p>	2017-18	2016-17	2015-16	2014-15	2013-14	02	11	26	33	17	2017-18	2016-17	2015-16	2014-15	2013-14	00	00	00	00	00
2017-18	2016-17	2015-16	2014-15	2013-14																	
02	11	26	33	17																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
00	00	00	00	00																	
5.2.2	<p>Percentage of student progression to higher education (previous graduating batch)</p> <p>5.2.2.1. Number of outgoing students progressing to higher education Answer before DVV Verification : 137 Answer after DVV Verification: 0</p> <p>Remark : Since there is no proof provided to support the claim, the numbers has been reduced to 0.</p>																				
5.3.1	<p>Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.</p> <p>5.3.1.1. Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years Answer before DVV Verification:</p> <table border="1" data-bbox="308 1451 1046 1585"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>13</td> <td>04</td> <td>01</td> <td>00</td> <td>01</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="308 1664 1046 1798"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>00</td> <td>00</td> <td>00</td> <td>00</td> <td>00</td> </tr> </tbody> </table> <p>Remark : As per the clarification provided.</p>	2017-18	2016-17	2015-16	2014-15	2013-14	13	04	01	00	01	2017-18	2016-17	2015-16	2014-15	2013-14	00	00	00	00	00
2017-18	2016-17	2015-16	2014-15	2013-14																	
13	04	01	00	01																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
00	00	00	00	00																	
6.3.2	<p>Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years</p> <p>6.3.2.1. Number of teachers provided with financial support to attend conferences / workshops and</p>																				

towards membership fee of professional bodies year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	0	0	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

Remark : Since there is no proper proof to support the claim, the number has been reduced to 0.

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

6.3.3.1. Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	2	1	1

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

Remark : Since there is no proper proof to support the claim, the number has been reduced to 0.

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

Answer before DVV Verification : C. Any 2 of the above

Answer After DVV Verification: D. Any 1 of the above

7.1.9	<p>Differently abled (Divyangjan) Friendliness Resources available in the institution:</p> <ol style="list-style-type: none"> 1. Physical facilities 2. Provision for lift 3. Ramp / Rails 4. Braille Software/facilities 5. Rest Rooms 6. Scribes for examination 7. Special skill development for differently abled students 8. Any other similar facility (Specify) <p>Answer before DVV Verification : C. At least 4 of the above Answer After DVV Verification: D. At least 2 of the above Remark : The option has been changed based on the proof provided.</p>																				
7.1.10	<p>Number of Specific initiatives to address locational advantages and disadvantages during the last five years 7.1.10.1. Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="306 909 1046 1043"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>01</td> <td>01</td> <td>01</td> <td>01</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="306 1122 1046 1256"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>00</td> <td>00</td> <td>00</td> <td>00</td> <td>00</td> </tr> </tbody> </table> <p>Remark : Since there is no proper proof to support the claim, the number has been reduced to 0.</p>	2017-18	2016-17	2015-16	2014-15	2013-14	01	01	01	01	01	2017-18	2016-17	2015-16	2014-15	2013-14	00	00	00	00	00
2017-18	2016-17	2015-16	2014-15	2013-14																	
01	01	01	01	01																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
00	00	00	00	00																	
7.1.13	<p>Display of core values in the institution and on its website</p> <p>Answer before DVV Verification : Yes Answer After DVV Verification: No Remark : The option has been changed as there is no proof to support the claim.</p>																				
7.1.15	<p>The institution offers a course on Human Values and professional ethics</p> <p>Answer before DVV Verification : Yes Answer After DVV Verification: No Remark : the proof provided is irrelevant. hence the option has been changed accordingly.</p>																				

2.Extended Profile Deviations

Extended Profile Deviations

No Deviations

NAAC