SELF STUDY REPORT

FOR

4th CYCLE OF ACCREDITATION

B.N. COLLEGE, DHUBRI

WARD NO.15, COLLEGE ROAD, PO. BIDYAPARA
783324
https://www.bncollege.co.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

June 2022

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

B. N. College, Dhubri is the premier institution of higher learning located in the western part of Assam. Since its inception, the college has so far earned many laurels in the state as well as in the country. The college was formally started on 16th of August 1946 with Dr. Phani Bhushan Ray as the Principal. Initially, the college was affiliated to Calcutta University. Later on, it became one of the affiliated colleges of Gauhati University after it was established in 1948. The college inherits a rich legacy of 75 years of existence in imparting quality higher education to the people of the western part of Assam in particular and the North-eastern region in general along with the northern part of West Bengal.

Being permanently affiliated to Gauhati University and approved under 2(f) and 12 (B) of the UGC Act, 1956, the college has been assessed and accredited by NAAC thrice during 2004, 2010 and 2016, obtaining scores 72, 2.82 and 2.62 respectively.

At present, the college offers 21 undergraduate (UG) and 2 postgraduate (PG) programmes. Apart from the regular courses, the college also offers various Add-on Courses. It is a co-educational institution of higher learning and the student strength of the college is 2675. The total number of teaching faculty is 64 and non-teaching staff is 21.

Vision

The vision of B N College is to provide quality higher education with an attempt to inspire, prepare, and empower students of its catchment area to succeed in a changing world.

Mission

B N College strives to achieve its vision by

- Committing itself to intellectual exercises based on effective teaching, interaction programme and exchanges in order to lift the diverse communities from stagnation to development,
- Nurturing emerging disciplines and the creation of new knowledge and artistic expression in response to a rapidly changing world,
- Inculcating deep historical knowledge of diverse cultures at home and abroad
- Making effective use of the emerging technological tools to create skilled manpower and to bridge the gap between social needs and higher education.
- Creating a congenial atmosphere to create and disseminate knowledge of human experience, thought and creativity to advance human welfare in all its dimensions,
- Actively cultivating efforts aimed at developing students into independent-minded, responsible global citizens.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Cordial relationship among all the stakeholders
- Functioning in the plural and multicultural atmosphere
- Driven by the mission statement of imparting knowledge to all
- Admission of students across all communities and areas who are socially and economically marginalised including the provision of admission of the transgender students
- Student-centric teaching-learning process
- Availability of professional courses like Biotechnology, Computer Science, BCA and B.VOC. (Information Technology)
- Representation of a number of faculty members in Committee of Courses and Studies (CCS) of the affiliating University contributing to curriculum design and implementation
- Analysis of Student feedback and its use for improvement of services
- Optimum utilization of resources
- Facilities for ICT enabled teaching-learning process
- Providing Add-on courses on various issues/areas
- Student-friendly services including insurance coverage to all students on roll
- Facilities for *Divyanjan*
- Gender-friendly premises
- Eco-friendly premises
- CCTV surveillance in almost all classrooms and strategic vital points of the campus
- MOUs with various institutions

Institutional Weakness

- Shortage of non-teaching support staff
- Less number of extramural funded research projects undertaken by the faculty members
- Lack of satisfactory performance in civil service and other competitive examinations by students
- Relatively low boarding facilities in the college campus

Institutional Opportunity

- The large campus areas may be used to start new programmes
- Mobilisation of the vast alumni for institutional development
- Organising more number of FDPs, national and international level seminars/conferences
- Starting of new generation and industry-oriented courses.
- Establishment of a Finishing School to help the students
- Development of entrepreneurship by involving Institution Innovation Council
- Extensive extension work in the neighbourhood for the betterment of the community.
- Requirement of facilities such as ATM, post office, etc. in the college campus for the benefit of the stakeholders

Institutional Challenge

- To stop the migration of students to other parts of state and country by offering quality education

- Motivating students for taking part in competitive examinations of the national level
- Catering to the need of the students with below average learning abilities
- Getting placement for students
- Keeping pace with the fast-growing higher education scenario
- Process of industrial collaboration is a major challenge for the college due to the lack of nearby industry

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

B N College, Dhubri is affiliated to Gauhati University and follows curriculum prescribed by the University. At present, the college is offering 23 programmes [21 UG, 2 PG].

Choice Based Credit System was introduced from the academic session 2016-2017 and 2019-2020 for PG and UG programmes respectively. Few faculty members actively participated in the process of curriculum designing and revision as members of Committee on Courses and Studies (CCS) of Gauhati University.

The College ensures **effective curriculum delivery** through multifaceted, well-structured **student-centric domains**, keeping in mind the Programme Outcome and Course outcome. The College prepares Academic Calendar at the commencement of academic session which contains important dates of academic process, co-curricular and other activities. Meeting of Staff council and Academic council are convened to discuss academic matter as and when required. Preparation of general routine, assigning class-load and syllabus in departmental level, teaching plans/monthly progress report, maintenance of Teacher's diary/HOD's diary, etc. are in place.

Different **teaching strategies** like lecture methods, participative learning, experiential learning, Project work and fieldwork have been followed. Students get support like text/reference books, equipment, and membership of DELNET/INFLIBNET etc. B N College Online Learning Portal is developed to make teaching-learning process available for 24x7.

The College also offers **Add-on Courses**. Important cross-cutting issues like gender, environment, human values etc. are integrated in the prescribed courses and in Add-on courses.

Feedback on curriculum and its delivery from the stakeholders is collected, analyzed, reported, and communicated to affiliating University.

Teaching-learning and Evaluation

Teaching-learning and evaluation is a **student-centric dynamic** activity. The admission process is done strictly on merit basis and 100% compliance to Governments Reservation Policy.

Orientation programme is organised to familiarise students with Code of Conduct, Programme Outcome and the facilities available in the college. Faculty members discuss Course Outcomes with students in the beginning of each semester to make them understand the scope and possibilities of the programme, and its applicability in higher studies and research. The central library conducts orientation programme 'Walk to Library' that helps newcomers to know about various facilities available in the Library.

The college also offers **Mentoring**. Mentor and mentee meet regularly to discuss personal and academic issues.

Student-centric teaching-learning methods, namely- Field trips, industry/institute visit, hands-on training, dramatization, literature review, seminar/debate, peer class, model/poster competition, project work, etc. are put in practice.

Advanced learners are encouraged to enrol in Spoken Tutorial Courses provided by IIT-Mumbai, online courses in SWAYAM, access to additional books etc. The College felicitates university rank holders, toppers and Best Reader in order to motivate them. Remedial teaching is also provided to the slow learners along with regular mentoring and counselling.

There are 28 ICT enabled classrooms and 06 LCD projectors available in the college. Language lab helps students to access audio materials for English language training.

Continuous internal evaluation is done as prescribed by the affiliating University. The academic performance of students is analysed by t test, a statistical test used to compare the significant difference in the mean of two separate groups.

Research, Innovations and Extension

B. N. College, Dhubri believes that research, innovation and extension are pertinent to higher education and the college provides equal importance to these aspects along with teaching and learning. 7 research projects (funded by UGC/DST/ASTEC) have been completed during the assessment period. In addition, 5 national seminars (funded by UGC/ICPR/ICHR) have been organised. Moreover, 6 faculty members have been recognized as research guides and 16 students/scholars have completed/registered for Ph.D. under their guidance.

The college has developed an **ecosystem for innovation** and takes initiatives for creation and transfer of knowledge in various phases. B N College Innovation Council is a registered unit under MHRD, which encourages, inspires and nurtures young students by supporting them to work with new ideas and transform them into prototype in their formative years. The college has framed its **Innovation and Start-Up Policy**. More than 30 programmes on Start-up/IPR/entrepreneurship/industry visit/idea competitions, etc. are organised to inculcate entrepreneurship culture among students. Apart from this, various cells organise programmes on entrepreneurship, research methodology, soft skills for the students.

Apart from extension activities undertaken by NSS, NCC, Scout and Guides units of the college, various other extension activities are carried out by various departments/cells/hub to aware the neighbouring communities and sensitize students. The college has adopted five villages under **Unnat Bharat Abhiyan** sponsored by Govt of India. Students took part spontaneously in various extension activities during the Covid 19 pandemic.

The college has 30 functional MoUs with various universities, institutions and corporate houses to undertake inter-institutional cooperative / collaborative activities.

Infrastructure and Learning Resources

The College has adequate infrastructure and physical facilities for **effective teaching–learning process** with

technological advancement and ensures its availability and practice to fulfil Vision of the college.

Campus area of the college is 64447.83 sqm. (built-up area: 35503.02 sqm) with infrastructure facilities like classrooms, laboratories, conference/seminar hall, Video conference room, auditorium, computer lab, and language lab. The College is located in a green environment with a Green House and a Rashi Vatika.

The college provides a disable friendly and barrier-free infrastructure in the campus.

To ensure uninterrupted power supply, solar photovoltaic power plant (30 kWp capacity) is employed to cater ~79% of total energy requirement and rest is backed up by generator of 25 KVA.

The college provides facilities for various outdoor and indoor games. It has a well-equipped Gymnasium. MoUs has been established with organisations for regular practice/coaching of gym, cricket and karate training. Various musical instruments are made available for students. External experts are occasionally invited for mentoring/directing performances. Introduction of various students clubs helps to inculcate artistic talents in the students.

The college campus is wifi enabled with 13 mbps leased line and under CCTV surveillance.

The college library is functioning in a spacious area with reading room, digital
section, reference section, circulation section, processing section and uses partially automated ILMS (SOUL-3.0 software) with 39,510 textbooks, 11,053 reference books and 34 periodicals/magazines. Library has institutional membership of INFLIIBNET, more than 2 lakhs e-journals/e-books are regularly accessed through this facility.

The college has designed **Policy and Procedure for usage and maintenance of physical and academic facilities**.

Student Support and Progression

During the assessment period, 5797 students received **government scholarship** of Rs. 4,61,21,401 and 396 students received Rs. 5,16,317 from the Students' Aid Fund of the college. Activities on soft skill development, face-to-face counselling, health and hygiene, yoga and physical fitness, computing skills, language and communication skills, use of language labs are operational for students.

Career guidance including coaching for competitive examinations has been provided to the students at a subsidised rate.

The College has framed **Grievance Redressal Policy** and various committees, namely, Anti-ragging committee, Grievance redressal committee, anti-sexual harassment committee is in place to address the grievances of students. Although the cases of ragging have never been reported, grievances related to examinations are addressed by the grievance redressal committee.

During the assessment year, 590 students progressed to higher education (UG to PG) and got admitted in various universities/institutions. 25 medals/awards have been obtained in sports/cultural activities at the university level, while more than 100 sports/cultural activities were organised by the college during the assessment period.

B N College Students' Union is formed every year through a democratic process. Students are nominated as members of various academic and administrative committees including IQAC.

B N Alumni Association is a registered body under Societies Act XXI of 1860, having its own guidelines. Alumni are engaged in curriculum enrichment by providing their valuable feedback. Distinguished Alumni are invited as resource persons/guest speakers/judges for various college events. They provide financial contribution for the academic upliftment of students.

Governance, Leadership and Management

The College is governed by **Governing Body** (GB) which is the apex body. The G.B. initiates policies and executes developmental activities. The G.B, IQAC and faculty members play a pivotal role in designing and implementing policies of the college. The College runs according to the vision of providing quality higher education to the students of its catchment area with an attempt to inspire, prepare, and empower them to succeed in a changing world.

Perspective Plans derived from the vision and mission of the college, having focused areas on curriculum development and deployment, teaching-learning process, infrastructure development, governance, progression of students etc. which are effectively deployed for qualitative improvement of the college.

The college encourages a culture of **decentralization and participative management** by involving staff members in a number of administrative roles. The organisational hierarchy includes GB, followed by Principal, Vice-Principal, IQAC, HODs and faculty members, Librarian, Supervising Assistant (Office), UDAs, LDAs, Support staff.

E-governance measures have been followed in admission, finance, library services, feedback collection, leave management, e-notices, etc.

The college is committed to welfare of its staff and various measures are taken as per the provision of the existing government rule and/or initiative from college, namely, pension, PF, gratuity, GIS, leave facility, medical facility, Thrift and Credit Cooperative Society and other cognitive support. A good number of professional development programme was organised for the staff.

The College conducts **internal and external financial audits** regularly.

The IQAC undertakes **quality initiatives for quality sustenance and enhancement** among all stakeholders.

Institutional Values and Best Practices

The college believes that concurrent development and progress of all gender is of utmost importance and follows its **Gender Sensitization Action Plan** annually by undertaking various initiatives to promote gender equity. More than 20 programmes/activities have been conducted on sensitization of gender equity and its promotion through curricular and co-curricular activities.

To maintain **green environment**, college adopts various conservation techniques, like installation of solar photovoltaic power plant, rainwater harvesting, use of sensor-based lights and LED bulb. Green and

Environment audit, Energy audit are carried out to assess indicators of conservation. College has framed **Environment and Energy Usage Policy** to ensure conservation behaviour among all stakeholders. College also undertakes environmental awareness programme in the neighbouring schools. The introduction of e-communication reduces the use of paper. The single-use plastic is banned inside the campus. There are more than 250 different species of herbs/Serbs/ trees are available with almost 50% of greenery.

The college **encourages *Divyanjan* students** to take admission. Provision of ramp, wheelchair, special washrooms, human assistance, reading corner at Central Library with Assistive Technology (Jaws Screen Reader) are in place to enhance quality of their campus life.

The college believes in '**Unity in Diversity'** among stakeholders and provides an **inclusive environment** and tries to inculcate communal harmony and tolerance by organizing various cultural programmes from time to time.

The college follows its own **code of conduct** which is displayed in website/prospectus and sensitizes staffs and students on the same. Days of national and international importance are observed with due solemnity.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	B.N. COLLEGE, DHUBRI
Address	Ward no.15, College Road, PO. Bidyapara
City	Dhubri
State	Assam
Pin	783324
Website	https://www.bncollege.co.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Dhruba Chakrabortty	03662-295026	9435128800	-	bncollege46@gmail.com
IQAC / CIQA coordinator	Susmita Sen Gupta	-	9194355612	-	susmita2101@yahoo.co.in

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Day

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	16-08-1946

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	01-01-1958	View Document
12B of UGC	01-01-1962	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	Ward no.15, College Road, PO. Bidyapara	Urban	64447.83	35503.02

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,Arabic	36	HS	English + Assamese	20	20
UG	BA,Assamese	36	HS	Assamese	30	27
UG	BA,English	36	HS	English	80	78
UG	BA,Hindi	36	HS	Hindi	25	24
UG	BA,Bengali	36	HS	Bengali	20	11
UG	BA,Sanskrit	36	HS	English + Assamese,Sanskrit	20	17
UG	BA,Political Science	36	HS	English + Assamese	80	79
UG	BA,Philosophy	36	HS	English + Assamese	80	52
UG	BA,History	36	HS	English + Assamese	50	46
UG	BA,Education	36	HS	English + Assamese	75	67
UG	BA,Economics	36	HS	English + Assamese	75	61
UG	BSc,Physics	36	HS	English	45	40
UG	BSc,Chemistry	36	HS	English	45	40
UG	BSc,Mathematics	36	HS	English	85	81
UG	BSc,Botany	36	HS	English	45	40
UG	BSc,Zoology	36	HS	English	45	44
UG	BSc,Statistic	36	HS	English	20	16

UG	BCA,Computer Science	36	HS	English	30	27
UG	BVoc,Information Technology	36	HS	English	20	19
UG	BSc,All	36	HS	English + Assamese	40	30
UG	BA,All	36	HS	English + Assamese	50	49
UG	BA,All	36	HS	English + Assamese	150	150
UG	BSc,All	36	HS	English + Assamese	130	127
PG	MA,Assamese	24	BA Assamese	Assamese	25	21
PG	MSc,Chemistry	24	BSc Chemistry	English	12	10

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				20				48
Recruited	0	0	0	0	11	9	0	20	24	13	0	37
Yet to Recruit				0				0				11
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				30
Recruited	17	4	0	21
Yet to Recruit				9
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
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

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Permanent Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	6	6	0	16	4	0	32
M.Phil.	0	0	0	0	0	0	3	1	0	4
PG	0	0	0	5	3	0	7	6	0	21
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	3	1	0	4
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	10	10	0	20
UG	0	0	0	0	0	0	0	0	0	0

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Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	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
UG	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**
	0	0	0	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	622	8	0	0	630
	Female	515	4	0	0	519
	Others	0	0	0	0	0
PG	Male	22	0	0	0	22
	Female	11	0	0	0	11
	Others	0	0	0	0	0

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

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	48	43	45	27
	Female	20	27	29	23
	Others	0	0	0	0
ST	Male	10	9	3	7
	Female	1	5	0	5
	Others	0	0	0	0
OBC	Male	104	119	94	99
	Female	64	96	69	86
	Others	0	0	0	0
General	Male	541	489	399	353
	Female	249	306	337	308
	Others	0	0	1	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1037	1094	977	908

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	B. N. College, Dhubri is an affiliated college under Gauhati University, Guwahati. The college strictly follows courses and curriculum prescribed by the affiliating university. However, considering the immense significance of multidisciplinary study in higher education, the college has adopted some measures in order to acquaint students with diverse aspects of knowledge. At academic level, collaboration have been established with various educational and research institutions at state and national level like, Tezpur University, Dibrugarh University, Indian Space Research Organisation (ISRO), North Eastern Regional Institute of Water and Land Management (NERIWALM) Tezpur,

	Rajdhani College of Delhi University, etc. In addition, collaboration has also been established with government offices, NGOs, literary organisations like Asom Sahitya Sabha etc. to undertake different activities. To engage in multidisciplinary research culture and scientific innovations and to address the perennial socio-economic issues, Add-on courses on Economic-Zoology, Electronics, Nano Science and Nano Materials, Study of Medicinal Plants, Data Analysis using SPSS, Web Designing, Use of Computer in Differential Equations have been started. Moreover, add-on courses have also been introduced in Functional Hindi, Creative Writing in Assamese and English, Communication and Teaching in English to improve of language, literature and teaching pedagogy.
2. Academic bank of credits (ABC):	B. N. College, Dhubri is not an autonomous institution. The college adheres to the norms and guidelines prescribed by the affiliating university which also issues course completion certificates to the students. However, considering the implementation of NEP 2020, the college has been undertaking various measures to encourage students to enroll in different courses under SAWYAM. In addition, efforts have been made to collaborate with various academic and research institutions by the college at national and state level to strengthen research culture which will facilitate multiple entries and exists among the colleges in the long run.
3. Skill development:	Skill development is one of the most important areas where B. N. College, Dhubri strives to excel. Gauhati University has also emphasised on skill development in its revised CBCS syllabus and accordingly all the students irrespective of their discipline and subjects have to choose one skill development papers to appear in examination. At the institutional level, the college has introduced BVOC course in Information and Technology under Gauhati University. The college regularly organises various programme for the students by inviting professional instructors. In addition, with an aim to generate employment at local level, the college has introduced skill based Add-on courses in Bee Keeping and Management, Mushroom Cultivation, Fish and Fishery, Hands on Training on Preparation of Household Materials, Video Editing Software, Troubleshooting and Repairing of Cell Phones. Faculty members are encouraged to enroll in

	Annual Refresher Programme in Teaching (ARPIT) under SWAYAM. In addition, Faculty Development Programme (FDP) in collaboration with E&ICT, IIT, Guwahati are also conducted periodically. Moreover, the college also arranges Spoken Tutorial class in collaboration with IIT, Mumbai.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	India is considered as a repository of knowledge in the field of literature, philosophy, science and technology, medicine, culture, ethics and value etc. since time immemorial. Therefore, it will be prudent to integrate the ancient knowledge with the existing curriculum for the benefit of the larger society. The Gauhati University has incorporated some aspects of the Indian knowledge system in its revised syllabus. However, in addition to the prescribed syllabus, B. N. College, Dhubri on its own part has undertaken some measures in this regard. The college has introduced add-on courses in Anchoring in Sanskrit, Nationalism reflected in Vedic Literature, Environmental Ethics reflected in Mahabharata, Vedic Mathematics. Establishment of the Vivekananda Study Centre with an aim to spread Swamiji's ideas and thought is a significant intervention in this direction. Degree courses are offered both in Assamese and English language. Besides, B.A. course is also offered in Sanskrit, Bengali, and Hindi. Moreover, add-on course in Folk and Performing Arts to highlight local art and culture. The college conducts cultural programmes regularly reflecting cultural heritage/mosaic from time to time. Apart from that, non-formal Sanskrit course under Central Sanskrit University, New Delhi has been continued since 2016-2017. In order to learn and popularise Sanskrit language, Vadatu Sanskritam and Likhatu Sanskritam has been started as best practice.
5. Focus on Outcome based education (OBE):	The college encourages student-centric learning method in the teaching-learning process. For this purpose, in the beginning of the academic session, orientation classes on Programme Outcome (PO), Course Outcome (CO), Programme Specific Outcome (PSO) have been conducted under the supervision of the IQAC. Moreover, the emphasis has been given on experiential learning methods like field study, industry visit, summer/winter schools, visit to higher educational institutions, and invited lectures by eminent academician. With regard to participative learning, the college gives importance on hands on

	training, role play, peer class, book review, preparation of wall magazine, seminar, debate, quiz, students' club activities, science model and poster making competitions. Moreover, group discussion, project work are also referred as problem solving activity performed by the students.
6. Distance education/online education:	Use of ICT and online education has become necessary prerequisite in teaching-learning process. With this objective in mind, the college provides blended mode of teaching-learning system accessible to all students. During the countrywide lockdown due to Covid-19 induced pandemic, the college successfully continued online classes throughout the period under the guidance and supervision of IQAC. In fact, the college has introduced learning portal i.e. B N College Learning Management System to facilitate round the clock teaching-learning process which facilitates easy access to learning materials in the form of soft copy or video class uploaded by the teachers. Moreover, the college always encourages students to pursue various courses under SAWYAM. In fact, it is heartening to mention that, few students have successfully completed courses under SAWYAM and the enrollment number has been increasing gradually. In addition, the college also conducted FDP course on MOOC and the faculty members regularly use Google Classroom, Zoom and other ICT based platforms to continue teaching-learning process.

Extended Profile

1 Program

1.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
692	619	639	639	633

File Description	Document
Institutional data prescribed format	

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
23	23	26	26	25

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2584	2298	2407	2489	2240

File Description	Document
Institutional data in prescribed format	

2.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
717	640	640	640	629

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
665	668	807	709	536

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
63	62	60	61	59

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
68	68	68	68	68

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 43

4.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
527.15592	621.01926	482.15079	427.98119	517.55295

4.3

Number of Computers

Response: 117

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:

Being an affiliated college, B N College is guided by the syllabus prescribed by Gauhati University. On the basis of that syllabus, Curriculum delivery is imparted in many ways by which students are able to achieve their learning goals. Academic planning, implementation, providing necessary support, assessment and evaluation are the main component of effective curriculum delivery by the college. College ensures that Curriculum is well-executed, keeping in mind the Programme Outcomes and Course Outcomes.

• Meeting of Staff council and Academic council are convened to discuss academic matters as and when required.

• On the basis of academic calendar of affiliating university, IQAC prepares **Academic Calendar** at the commencement of academic session, which contains important dates of academic process, co-curricular and other activities.

• Departments prepare their **Departmental Plans** prior to the beginning of every semester. The plans specify suitable dates for academic and other activities and are monitored by IQAC.

• **General Routine** of the college is prepared by Routine Committee and the same is disseminated to departments. Head of the departments are entrusted to distribute the syllabus and assign the workload to the teachers as per classes and papers/courses for teaching.

• IQAC collects **Teaching Plans/Lesson plans** prepared by faculty members at the beginning of every semester. Teachers submit **Monthly Progress Reports** for each month.

• Each teacher is provided with **Teacher's Diary** where they enclose timetable, actual teaching units taught, academic and administrative responsibilities along with research and extension work undertaken. The diary is monitored by the concerned HOD and Principal.

• HODs are to furnish **HOD's diary** mentioning no of allotted classes per semester and no of classes actually done by the teacher. The diary is monitored by Principal on weekly basis.

• Different **teaching strategies** like lecture methods, participative learning, experiential learning, Project work and field work are adopted by the teachers.

• Along with conventional chalk and duster, **technology** like computer and internet facility, E-resources are made available.

• **Supports** such as text/reference books, equipment, charts, LCD projectors, membership of DELNET and INFLIBNET are provided.

• **Online learning management** platforms like easyclass/google class, B N College Online Learning Portal are used where additional contents are uploaded so that teaching-learning process can be carried out any time and at any place.

• **Remedial teaching** is arranged for slow learners while **additional activities/materials** are provided for advanced learners.

• Overall performance of the students is monitored by the **teacher-mentor** who also tries to solve the difficulties of the students.

• College provides few **Add-on Courses** to enhance the knowledge of the student.

• College organizes **seminars/webinar/conferences/workshops** for upgradation of subject-related knowledge. These activities provide platform to participate and interact with experts in various fields and enrich as well as update the subject knowledge.

• College organizes **lectures** by eminent academicians from time to time.

• Both **internal and end-semester examinations** are carried out to evaluate the students.

• IQAC periodically conducts **Academic and Administrative Audit** for further improvement in academic and administrative activities.

• IQAC collects **feedback** annually on curriculum from various stakeholders, analyse and report is submitted to the Governing body for further action.

File Description	Document
Upload Additional information	[View Document](#)
Link for Additional information	[View Document](#)

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

Response:

For **transparent functioning** in day to day level, the college has its own Academic calendar for each Academic Session (June to July) in accordance with the academic calendar of the affiliating university.

- The Academic Calendar is prepared by IQAC and duly attested by the principal of the college.
- The Academic Calendar is available in the **college website** and is a source of information and planner for students, parents, faculty, staff and other stakeholders of the institute. Besides, adequate number of Academic Calendars are printed and distributed to all faculty and students.

- On the basis of the Academic Calendar, the faculty members prepare their individual **teaching plans and Lesson plans** (semester wise).
- Each faculty member has the liberty to schedule their own **internal subject's concurrent evaluation**.
- Each department prepare their **own plan** for organising various **curricular based activities**, like, seminar, group discussion, debate, quiz, field visit, institutional/industry visit, hands on training, literature/book review, guest lecture, etc and to submit the plan to IQAC before the commencement of semester class.
- The Academic Calendar provides all the information regarding the **total teaching days** in a month, schedules of **academic activities** of the college including admission, the dates of commencement of and end of the semester.
- The examination committee follows the dates of academic calendar for **conduction of diagnostic test, midterm test, internal assessment and end semester examination** as well as dates by which the marks need to be submitted online to university.
- It also encompasses all co-curricular, extracurricular activities, annual college week, publication of college magazine, club activities as well as students union election.
- The local and **National holidays** with purposes are also mentioned in the academic calendar.
- The celebration of important and **commemorative days**, Freshmen Social are also mentioned in the academic calendar.
- The academic calendar also includes the starting and end days of **summer and winter vacation.**
- The IQAC ensures strict implementation of the Academic calendar by monitoring activities regularly.

However, if the affiliating university makes any changes in the programme, the college makes the necessary changes accordingly.

File Description	Document
Upload Additional information	[View Document](#)
Link for Additional information	[View Document](#)

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

1. **Academic council/BoS of Affiliating university**
2. **Setting of question papers for UG/PG programs**
3. **Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**
4. **Assessment /evaluation process of the affiliating University**

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	
Details of participation of teachers in various bodies/activities provided as a response to the metric	
Any additional information	
Link for Additional information	

1.2 Academic Flexibility

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

Response: 100

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

Response: 23

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	
Institutional data in prescribed format	
Any additional information	
Link for Additional information	

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 95

1.2.2.1 **How many Add on /Certificate programs are offered within the last 5 years.**

2020-21	2019-20	2018-19	2017-18	2016-17
41	33	12	9	0

File Description	Document
List of Add on /Certificate programs	[View Document](#)
Brochure or any other document relating to Add on /Certificate programs	[View Document](#)
Any additional information	[View Document](#)
Link for Additional information	[View Document](#)

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

Response: 23.89

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

2020-21	2019-20	2018-19	2017-18	2016-17
1188	1011	356	366	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View Document](#)
Any additional information	[View Document](#)

1.3 Curriculum Enrichment

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

Response:

B N College carefully follows the syllabus prescribed by Gauhati University. The syllabuses include various cross-cutting issues relevant to Gender, Environment and Sustainability, Human Value and Professional Ethics. Being located in a semi-urban area and catering rural masses, efforts are taken to integrate the various cross cutting issues through the curriculum and supporting activities. There are About 85 courses that integrate cross-cutting issues into the curriculum.

Besides these prescribed courses of affiliating university, college has introduced Add on courses, namely, Human Rights, Value Education, Nationalism as Reflected in Vedic Literature, Environmental Ethics as reflected in Mahabharata, Moral Psychology, Women in Leadership etc to assist the students to integrate these issues in the curriculum.

The college also conduct various activities/programs relevant to these cross-cutting issues.

Environment and Sustainability:

- Promoting environmental awareness through tree plantation, campus and neighbourhood cleanliness drive, plastic-free drives etc, where students actively participate.
- Observing '**No fossil fuel day'** on every 2nd and 4th Saturday.
- Active participation of students in conducting Green Audit and Energy Audit.
- Establishment of Photography Club encouraged the students to become close with nature and environment.
- Celebration of important days, like, World Environment Day, World Wetland Day, Ozone Day etc with various activities of students, like, student speech programme, poster competition, essay writing competition, etc to aware them about the importance and necessity of conservation of environment.
- Organising Bird Watching Camp, Field Trips, Talk on various environmental issues by experts also promote environmental awareness.
- Participation of students in campus cleaning programme and Swachh Bharat Abhiyan nurture them to work for environment where they actually belong.
- The activities under MoU with Natures' Beckon (an Environmental Activist Group of North-East India), Chemical and Environmental Research and Technology Innovation Society (CERTIS), Guwahati facilitates the engagement with issues relating to environment and conservation.

Gender sensitivity:

- Organising events and competition, like poster making, art, debate, drama on issues related to gender sensitivity to aware the students.
- Organising karate training among the girl students to know the basic technique of self-defence.
- Organising expert lecture programme on laws of sexual harassment, health and hygine.
- Organising soft skill and personality development programme, Women Entrepreneurship Development programme (Under DST– NIMAT project) to look after their personality and career prospects.

Human values and Professional Ethics:

- Celebration of World Day of Social Justice, Martyrs day, National Youth Day, etc nurture the values like national integration, patriotism, equality, peace, brotherhood, etc.
- Active participation of students in activities like blood donation camps, cancer awareness programme, corona virus awareness programme, etc. inculcates the values in them.
- Extension and Outreach Activities are organized for creating a sense of empathy and social responsibility.

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

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 2.83

1.3.2.1 **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
17	18	21	18	17

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 13.2

1.3.3.1 **Number of students undertaking project work/field work / internships**

Response: 341

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	View Document
Any additional information	View Document

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1.4 Feedback System

1.4.1 *Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni*

Response: A. All of the above

File Description	Document
Any additional information (Upload)	[View Document](#)
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	[View Document](#)
URL for stakeholder feedback report	[View Document](#)

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. **Feedback collected, analysed and action taken and feedback available on website**
2. **Feedback collected, analysed and action has been taken**
3. **Feedback collected and analysed**
4. **Feedback collected**
5. **Feedback not collected**

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	[View Document](#)
URL for feedback report	[View Document](#)

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Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 94.4

2.1.1.1 **Number of students admitted year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1177	908	977	1094	1037

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1217	1037	1087	1087	1067

File Description	Document
Institutional data in prescribed format	[View Document]()
Any additional information	[View Document]()

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 40.34

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

2020-21	2019-20	2018-19	2017-18	2016-17
284	247	240	299	247

File Description	Document
Average percentage of seats filled against seats reserved	[View Document]()
Any additional information	[View Document]()

2.2 Catering to Student Diversity

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

Response:

Quality in higher education is a dynamic process, which evolves as it adapts itself to the needs of individual existence and aspiration of human spirit. The prime objective of any educational institute is, thus, to identify respective **learning levels** of the students. In tune with the Vision of the college, and considering the varied needs of the students it becomes necessary to identify slow learners and advanced learners at the entry level.

At the commencement of every academic year, college conducts **Diagnostic Test** for the newly admitted students. The test is organised just after one month of the commencement of the class. The departments identify slow and advanced learners through the marks obtained in this test. In the successive years, the mid-term tests are conducted in the same manner. The departments maintain the Track Record with the score achieved in diagnostic, Mid-term I and Mid-Term II tests for each student to know their progress upto the final year. IQAC monitors the diagnostic test, mid-term test as well as the diagnostic Track Record.

Principal and IQAC members make students aware of their goals and objectives, code of conduct, classroom attendance, examination and evaluation system and the amenities available in the college.

For slow learners the following initiatives are taken:

- Remedial teaching is given to the slow learners with the purpose of bringing them to the mainstream. Remedial classes are conducted as per the departmental time tables endorsed by the respective head of the departments.
- Regular mentoring and counselling are conducted for these students to address various issues that they encounter.

- Question Banks are made available in library as well as uploaded in the website. Students are encouraged and helped to solve the question papers.
- Extra reading material and extra practice assignments are provided to the slow learners.

For advanced learners the following Guidance is provided,

- Regular MA/ MSc entrance coaching classes are imparted by the faculty
- Arranging coaching classes for IAS and other competitive examinations
- Advanced learners and few interested students are encouraged to enrol in Spoken Tutorial Courses offered by IIT-Mumbai, courses under SWAYAM, etc
- Advanced students are guided to use library resources including reference books and are allowed to borrow additional books.
- Faculty members act as mentors by setting higher goals before them.

- College felicitates rank holders in university examination, the topper in the college and Best Reader in Annual Prize Distribution Ceremony which motivates and inspires students for their future endeavour in academic growth.

In addition to these, various students clubs of the college are taking care of both slow and advanced learners by giving them proper training in various fields. Various hand-on trainings are organised for science students, where special care are taken for slow learners. The Nlist (INFLIBNET) membership also helps both the group of students.

All these efforts have resulted in students' performance at university level by getting ranks in various subjects. A good number of students cracked the PG entrance of various universities and all India examination, like, JAM.

File Description	Document
Upload any additional information	[View Document](#)
Past link for additional Information	[View Document](#)

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

Response: 41:1

File Description	Document
Any additional information	[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:

Teaching is most effective and fruitful when students actively participate in the learning process. College consciously encourages students' active participation in the learning process to so that they can experience deeper understanding of subjects. The academic policy of the college is student centric where experiential, participatory learning and problem-solving methodologies are put into practice in the teaching-learning process.

Experiential learning:

It helps the students in critical thinking, problem solving and decision making in contexts that are personally relevant to them.

- **Field trips** are arranged for students at botanical, zoological, historical and environmentally

important places where students are advised to observe places, collect photographs/samples for further study.

- Students from science departments visit **industries**. These visits help students to bridge gap between text book knowledge and hands-on-experience. Discussion of students with industrial personnel gives them opportunity to know about various ground level situations.
- To give a first hand experience of the recent research scenario and to motivate students for research, they are sent to **research laboratories** such as CIPET, IASST, and to research laboratories of nearby universities/institutes like Gauhati University, CIT, Kokrajhar, Don Bosco University etc.
- Students are encouraged to attend **summer/winter camp** organised by various institutions.
- **Classes/lectures by eminent academicians/scientists** provides added credibility to content of the syllabus.

Participative Learning:

- **Hands-on training** provide real-world experience by allowing students to get his/her hands directly on whatever he/she is learning, creating a sense of empowerment. Some science departments organise hands-on training on various topics.
- Some departments use **role play/dramatisation technique**, that allows students to explore realistic situations by interacting with other people in order to develop experience and trial different strategies in a supported environment.
- To improve reading/writing/thinking skills, some departments engage students for **book/literature review**.
- Writing for departmental **wall-magazines** and **college magazine** help students to develop their creativity.
- Organising student's seminar improves communication skills, gaining expert knowledge, networking with others and renewing motivation and confidence.
- Many departments organise **debates** on various issues which helps the students to acquire skills of researching, organizing and presenting information in a compelling fashion.
- Organising **Peer Class** (where a student takes class to his peers) helps them to motivate and to improve their communication skill along with authority of the topic.
- Participation in various activities in **Students' Clubs** nurture the creativity of the students and to encourage interest and knowledge about various aspects of human resource management.
- Participation in science model and poster competition fosters the scientific attitude and facilitate creative thinking in the students.

Problem solving:

It provides students with opportunities to use their newly acquired knowledge in meaningful, real-life activities and help to work at higher level of thinking.

- Most of the students are assigned **project work** as part of their curriculum under a teacher-supervisor. The proper completion of the work makes them capable to gain a skill of problem solving.
- Organising Group discussion to promote communication ability, generate ideas, interpersonal skills.

All the records of student-centric teaching-learning activities are maintained by the respective departments.

File Description	Document
Upload any additional information	[View Document](#)
Link for additional information	[View Document](#)

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

Learning Management System can enhance a traditional face-to-face learning environment, by increasing engagement and collaboration of the student. The main objective of Learning Management Systems is to enhance the learning process.

The faculty members of the college are using various technology-based teaching and learning tools.

- Most of the teachers deliver their lecture in the class through **power point presentation**. There are 28 ICT enabled classrooms and 06 no of LCD projectors are available in the college.
- The **B N College Learning Management System (LMS)** of the college is used by the teachers to upload video classes and other learning materials. Besides, class tests are also taken through **LMS.**
- All the departments have **whatsapp** group with their students, through which the teachers remains in constant interaction with the students.
- Teachers use **Easy Class/Google Class**, which is a platform that allows them to create online classes. They can store the study materials online, manage assignments, quizzes and exam. College has subscribed Google suite and Zoom platform for online classes.
- Both teachers and students can access **e-books** and **e-journals** through N-list (INFLIBNET) and DELNET.
- A collection of more than 135 no of CDs and 10 DVDs containing free e-books are available in the digital wing of the central library.
- The **digital wing** of the central library is linked with various other higher educational institutions, where both teachers and student have their access.
- The **language lab** helps the students to access audio materials for English language training.
- The teacher also uses the **BN College youtube** (https://www.youtube.com/channel/UCG3QRBjUStXAFKukQZq_IAA/videos) for uploading video class.
- Teachers often consult the free study materials available in **ePathshala** under NME-ICT. MoE, GOI.
- Another learning resource used is SWAYAM: Study Webs of Active – Learning for Young Aspiring Minds. It's an online learning programme offered by the Ministry of Human Development, Government of India. Teachers encourage the advanced learner to enrol in various courses under SWAYAM.
- Some departments organise strong>Video Documentary Class**,** where video of some important issues are played and students are asked to write some observations on the video.
- College organises classes/webinar by eminent educationist/scientist of national/international repute through **video conferencing** and other online platforms procured for that. This endeavour provide the exposure to the students to attend and interact the classes which otherwise are not possible.

- Regular and optimal usage of Computer laboratories ensure practical education in the knowledge transfer process.

College also offers a few Add on courses on ICT, namely, Computer Application, Electronics, Web Designing, Basic of Python Programming, Big Data and Use of Computer in Differential Equations.

File Description	Document
Upload any additional information	[View Document](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View Document](#)

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

Response: 39:1

2.3.3.1 Number of mentors

Response: 66

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

2.4 Teacher Profile and Quality

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

Response: 89.71

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	[View Document](#)
List of the faculty members authenticated by the Head of HEI	[View Document](#)
Any additional information	[View Document](#)

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 49.77

2.4.2.1 **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
35	32	30	28	27

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	[View Document](#)
Any additional information	[View Document](#)

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

Response: 13.83

2.4.3.1 **Total experience of full-time teachers**

Response: 871

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	[View Document](#)
Any additional information	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

The prime focus of the college to strengthen the teaching-learning process through scrupulous assessment and evaluation process.

For transparency:

- Tentative date of **internal (sessional) examination** is published in Academic calendar at the commencement of each academic year.
- The **examination committee** prepares the examination schedule and it is communicated to the students through the central notice board, college website and other social networking sites of the college. Besides, concerned teachers make announcements in the classrooms.
- The **internal evaluation** is undertaken as per the university rules of Choice Based Credit System (CBCS).
- The **departments** communicate/declare the syllabus and pattern of the scheduled test to the students.
- All the teachers of concerned subjects submit a set of question papers to the Head of the Department, who is entrusted to compile and to prepare the final question paper. The question papers for the internal examination are prepared as per the guidelines of the university.
- The exam is conducted on the basis of a **common schedule** prepared by the examination committee.
- **Attendance records** of students are strictly checked.
- Mobile phone in the examination hall is strictly prohibited.
- Opportunity is given to the students to **reappear** in internal tests, if they fail to appear due to their engagements in extra-curricular activities or due to personal valid reasons.
- After evaluation, the **answer sheets are shown to students** for their information which provides transparency and accountability in the evaluation process.
- The marks are displayed on the notice board of each department as well as the E notice board of each department in college website.
- Students are given timely opportunities to **discuss any concerns or grievances** about assessment outcomes.
- The internal marks are submitted to the **online portal of affiliating university** through online mode.

For robustness in frequency and variety:

- Internal examinations are **compulsory** for all students. In addition, departments/teachers also conduct class tests time to time..
- All departments conduct **diagnostic test for the beginners** to know the academic level of the students and keep them evaluating in formal as well informal ways. Departments also conduct **mid-term test in successive years**.
- Evaluations of the students are also done during the **field visit, industrial visit, institutional visit, survey works, and extension activities**.
- All departments organise **students' seminars** related to the topic covered in the syllabus.
- The **home assignment** is an important and usual practice to assess the students.
- Faculty members use **LMS for online test and assignments** as a part of continuous evaluation.
- Writing for various in-house wall-magazines, college magazines, participation in drama, music, street play, quiz, speech, debate, recitation, group discussion, essay writing competition, peer classes etc are the forms of evaluating the linguistic, literary and cultural development of the students.

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File Description	Document
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

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

Response:

The evaluation scheme for each programme in the affiliated colleges of the Gauhati University contains both internal assessment and external examinations. The college takes utmost care in identifying and resolving the difficulties and grievances faced by the students related to examinations. The Grievance Redressal Committee of the college under the chairmanship of the Principal is entrusted to look into the matter of examination related grievances and appropriate measures are taken sensibly, transparently and within the specific time limit.

The following mechanism is followed for Grievance Redressal in evaluation,

Grievances related to University examination:

- The grievances raised by the students are redressed as early as possible within the stipulated period.
- For grievance regarding marks of a paper/ course, the college collects complaint from student in prescribed form and forwards to University. As per norms of Gauhati University, if the students are not satisfied with their obtained marks in the end semester theory examination results, they may apply for re-scrutiny, photocopy and re-evaluation of their answer script(s) by depositing prescribed fees.
- For errors with respect to students' attendance in the examination, the college sends the duly certified attendance sheet to the University for correcting discrepancies.
- The grievances related to the problem in mark sheets regarding name, course name, programme name are resolved by the Principal by communicating with Gauhati University.

Grievances related to Internal examination:

- Internal (sessional) Examination answer scripts are shown to the students after the assessment by the concerned subject teachers for further clarification of the students.
- In case of any grievance, the students can apply to the Grievence Redressal Committee. The Vice-principal of the college, who is the convenor of the cell conveys a meeting of the cell to resolve the issues under the presidentship of the Principal. The committee may contact the respective head of the department to resolve the issue.
- Answer scripts of unit test/class test are given back to the students and any grievance pointed out by students is looked into at the department level.
- Students can put their examination related queries through the suggestion box kept in the college.

It may be noted here that, considering the total student strength of the college, the number of such

grievances are very few.

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

2.6 Student Performance and Learning Outcomes

2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Response:

The college has stated Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) for all academic programmes. For each programme, college has specified 12 POs which are aligned to the learning objectives of the students. The POs of B N College possesses following attributes,

- Outcome of Knowledge
- Outcome of Skill
- Outcome of Attitude
- Outcome of Values
- Outcome of Ethics, and
- Generic competencies

POs and PSOs are planned to ensure complete and comprehensive learning about the program and courses as these are key features for successful career of the students in future. POs will help the graduates of the college to think critically, communicate effectively, interact socially and facilitate them to be a empathetic, ethical and environmentally conscious citizen, and make them a life-long learner.

Whereas COs are designed by identifying which courses, portions of courses, or series of courses fulfil each PO. They are based on the principles of *Blooms taxonomy*. The cognitive domain, affective domain and psychomotor skills were considered for preparing COs. In addition, COs identify the minimum achievement required for success in the course. The COs are understood within the context of the discipline and are also supported through teaching and learning activity.

Following steps are taken to design the PO and CO for each programme:

- IQAC designed the PO of each programme, which are in line with Vision and Mission of the Institution, following the guidelines offered by NAAC.
- Head of the departments prepared the draft version of COs with the help of faculty members and were finally approved by IQAC.

Mechanism of communication:

POs and COs are displayed for all stakeholders at following locations:

- Institute's website
- College prospectus
- Through orientation class

At the commencement of academic year, the college conducts orientation programmes for newly admitted students. In these sessions, the Principal make students aware with the POs along with their goals and objectives, code of conduct, classroom attendance, examination and evaluation system and the amenities available in the college

Further, IQAC organises orientation programme on POs and COs. All the faculty members discuss the CO with students at the beginning of each semester. Students thus get a better understanding of the scope and possibilities of the programme, and approach it with a clear objective for higher studies and research.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	[View Document](#)
Upload any additional information	[View Document](#)
Past link for Additional information	[View Document](#)

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

Response:

The college has different types of methods and mechanisms of assessment for the attainment of programme outcomes and course outcomes. The results of the assessment and evaluation of the outcomes are discussed and analyzed in detail by the IQAC and proper measures are taken to improve teaching-learning process and thereby to achieve the outcome to the desired level.

- College has framed its **Policy Guidelines for Assessment of Programme Learning Outcomes.**
- The results of the university examinations at the end of each semester are keenly and systematically analyzed by the departments concerned and other academic council of the college in an attempt to comprehend the status of achievement of the learning outcomes.
- Students' performance in the regularly conducted class tests, seminars, group discussion, debate, etc is also used as a measure to assess the attainment of their learning levels.
- Details of students' progression to higher studies in the institutions of national repute are collected and are used as a motivating tool for the enhancement of the programme outcome. Their expertise is utilized to give proper orientation to the present students.
- The performance of students in various students' clubs, namely, literary, drama, dance, art and drawing, debate, electronic and photography also act as a pointer for learning outcomes.
- The college has got an effective mechanism for collecting feedback from students, teachers, employers and alumni on the curriculum, which is also used as a tool to improve the limitation in the attainment of the learning outcomes and also to chalk out corrective measures.

File Description	Document
Upload any additional information	
Paste link for Additional information	

2.6.3 Average pass percentage of Students during last five years

Response: 84.04

2.6.3.1 **Number of final year students who passed the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
555	653	624	523	471

2.6.3.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
665	668	807	709	536

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	
Upload any additional information	
Paste link for the annual report	

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.66

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document
Upload any additional information	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)

Response: 107.55

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
0	54	16.19	28.56	8.8

File Description	Document
List of endowments / projects with details of grants	[View Document](#)
e-copies of the grant award letters for sponsored research projects / endowments	[View Document](#)
Any additional information	[View Document](#)

3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)

Response: 9.52

3.1.2.1 **Number of teachers recognized as research guides**

Response: 6

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 8.25

3.1.3.1 **Number of departments having Research projects funded by government and non-government agencies during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	2	1	4

3.1.3.2 **Number of departments offering academic programes**

2020-21	2019-20	2018-19	2017-18	2016-17
19	19	20	20	19

File Description	Document
Supporting document from Funding Agency	[View Document](#)
List of research projects and funding details	[View Document](#)
Any additional information	[View Document](#)
Paste link to funding agency website	[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

The college has created an ecosystem for innovation and takes initiatives for the creation and transfer of knowledge in various phases.

B N College Innovation Council

B N College Innovation Council is a registered unit under MHRD with college registration No. IC202013373. The council encourages, inspires and nurtures young students by supporting them to work with new ideas and transform them into prototypes in their formative years. College has framed its Innovation and Start Up Policy. Various programmes on Start-up, IPR, entrepreneurship development in Higher Education Institute, industry visit, idea competitions, etc are organised to inculcate entrepreneurship culture among students. The students actively participated all these programmes. In the State level Innovative Idea Competition on '**Idea in Your Mind'-2021**, 17 students of the college participated, whereas the 2nd prize was begged by one of the students of B N College. Faculty members are acknowledged as Innovation Ambassadors and they undergo training periodically. The council was awarded three Star by MoE, GOI in 2020-2021.

Research and Publication Cell

College has established **Research and Publication cell** with the aim to inculcate research culture and attitude amongst students and the teachers. The cell organises workshops, seminars, webinars and lectures on various issues, both in-house and by inviting speakers. In addition, the cell organises monthly Faculty Seminar to discuss the research works of the faculties with the peers. The cell framed the *Code of Ethics to check malpractices and plagiarism in Research* for the college.

Following are outcomes of these cells,

- Presently 35 faculty members have been awarded Ph. D. degree.
- College has research center for Ph. D. 06 faculty members are recognized as research guides and 16 students have completed/registered for Ph.D. under their guidance.
- College organises National Level seminars sponsored by UGC, ICPR and ICHR.
- A group of students participated and submitted abstracts in the research programme for youth of North-East India on 'Explore Your Neighbourhood: Understanding the Traditional and Natural Resources based Way of Living' organised by Vivekananda Kendra Institute of Culture.
- Another group of students participated in the National Level 'Know Your Rivers' competition organised by Research for Resurgence Foundation of Bharatiya Shikshan Mandal.

Career Counselling and Placement Cell

In collaboration with various Government and Private organisation, Career Counselling and Placement Cell organises various training programme/activities, lectures on Softskill and personality, Career opportunities and entrepreneurship development, workshop on Public speaking skill coaching in competitive examinations, etc.

Skill Based Add on Courses

College has introduced various skill-based Add-on courses like Mushroom Cultivation, Creative writing in Assamese, Electronics, Web designing, Anchoring in Sanskrit, Beekeeping and their management, Budget analysis and preparation, Preparation of Common Household materials, Fish and fishery, etc to provide them with a first-hand experience in those areas.

Students clubs

Establishment of various **Students clubs**, like Debate, Drama, Music, Dance, Sports, Quiz, Literary, Creative writing, Art & Drawing, Mathematics, Electronics and Photography facilitates students to develop their interests/hobbies in enjoyable manner.

Vivekananda Study Centre

The centre organises invited lectures, students' speech programme etc to reinvigorate Vivekananda's ideas/philosophy among students.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years

Response: 20

3.2.2.1 **Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
13	2	4	1	0

File Description	Document
Report of the event	[View Document](#)
List of workshops/seminars during last 5 years	[View Document](#)
Any additional information	[View Document](#)

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 2.67

3.3.1.1 **How many Ph.Ds registered per eligible teacher within last five years**

Response: 16

3.3.1.2 **Number of teachers recognized as guides during the last five years**

Response: 6

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	[View Document](#)
Any additional information	[View Document](#)
URL to the research page on HEI website	[View Document](#)

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

Response: 0.48

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

2020-21	2019-20	2018-19	2017-18	2016-17
5	15	6	2	1

File Description	Document
List of research papers by title, author, department, name and year of publication	[View Document]
Any additional information	[View Document]

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

Response: 1.36

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

2020-21	2019-20	2018-19	2017-18	2016-17
17	15	14	18	19

File Description	Document
List books and chapters edited volumes/ books published	[View Document]
Any additional information	[View Document]

3.4 Extension Activities

3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

Apart from the extension activities undertaken, by NSS, NCC, Scout and Guides units of the college, various other extension activities are carried out to create awareness among the neighbourhood communities and to sensitize the students.

College carried out a project on **Women Literacy** in the village Birshing Part-I of Dhubri district. Preliminary data was collected in the beginning to understand the Women Literacy rate in the village with the help of students of the college and then one local lady was engaged to train women folk of the village for six months. The project was successfully completed and after six months altogether thirty numbers of illiterate women became literate.

College has adopted five villages since October, 2020, Under **Unnat Bharat Abhiyan**, a project under Department of Education, GOI. The project was initiated by awareness programme on Covid-19 and distribution of mask in all the five villages. A hands-on training on Mushroom Cultivation was organised in one of the adopted villages, Asharikandi in collaboration with Technology Incubation Centre, Bodoland University, with an aim to make villagers self-reliant. A baseline survey was carried out involving students of the college to understand the socio-economic condition of the villages, as per the project guideline and report been submitted. As students were involved in all these activities, they got first hand idea about the socio-economic condition of the villages. Besides, department of Chemistry (in collaboration with Tezpur University) carried out water quality testing & mitigation of Arsenic from drinking water in the adopted villages.

The college conducted various outreach/extension activities in **neighbouring schools in Dhubri** town and rural area through its Bio-Tech Hub, sponsored by Department of Bio-technology, Govt. of India and also through '**Outreach programme in Rural High Schools'**, projects sponsored by ASTEC, Govt. of Assam. These projects were primarily carried out to popularize science, environment and climate change among the students. The college believes these programmes have definitely created a lasting impression in the mind of the young school students.

In addition, various programmes carried out by **departments/different forums** of the college through the college students, like street-drama on Cancer-awareness, Swachch Bharat Abhiyan, programme on popularisation of languages (Sanskrit, Assamese etc), cashless transaction, voter awareness, to name a few, has contributed significantly in making the students sensitive towards the society. College organises pesticides health hazard and Waste to Wealth for farmers.

The result is spontaneous involvement of the students in extending their helping hand to the society when needed. Some of them were involved in making and distributing hand-sanitizer with the help of the teachers in the department of chemistry of the college during the early ways of the first wave **of Covid-19**. Some of them got associated with Piramal Foundation to help the elderly persons during the lockdown period. Some others are actively involved with different NGOs and working for various social causes.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 year	[View Document](#)

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 42

3.4.3.1 **Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
10	13	9	1	9

File Description	Document
Reports of the event organized	[View Document](#)
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	[View Document](#)
Any additional information	[View Document](#)

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

Response: 6.82

3.4.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
321	165	22	0	304

File Description	Document
Report of the event	[View Document](#)
Average percentage of students participating in extension activities with Govt or NGO etc	[View Document](#)
Any additional information	[View Document](#)

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 51

3.5.1.1 **Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
10	20	10	9	2

File Description	Document
e-copies of related Document	[View Document](#)
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	[View Document](#)
Any additional information	[View Document](#)

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 24

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**

2020-21	2019-20	2018-19	2017-18	2016-17
11	7	5	1	0

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

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Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

Good infrastructure with a barrier-free and eco-friendly environment enhances the quality of teaching-learning process. The college, keeping in mind the well–being of the stakeholders, has provided a well-built atmosphere by increasing the build-up area every year with good ventilated, ICT enabled classrooms and others. The college has a campus area of 64447.83 sqm. and built-up area of 35503.02 sqm. The college has infrastructural facilities like adequate classrooms, laboratories, computing equipments, staff rooms, conference/seminar hall, library with adequate reading space, computer and language laboratories.

The college expands its infrastructure systematically and continuously over the years as per the requirement of academic or/and administrative activities. To ensure its optimal utilization, the college runs degree courses in two shifts, morning (special) and day. Apart from normal classes, classrooms are also used for various competitive examination centers controlled by State and Central govt.

- Classroom: At present 38 no of classrooms in the college, out of which 28 classrooms are provided with ICT facilities. In addition, there are 06 LCD projectors in various departments that are used for ICT-enabled learning as per the need. The classrooms are of different dimensions adequate to accommodate sanctioned strengths of different courses.
- Laboratories: College has 15 well-equipped laboratories under various departments. Apart from usual facilities in the science laboratories, the Chemistry laboratory is recognized for Ph.D. programs under Gauhati University. There are five computer laboratories for Mathematics, Physics, BVOC (IT), Computer science/BCA departments with LAN and internet facilities. The research lab of DBT funded institutional bio-tech hub is equipped with sophisticated research equipments.

- Computing Equipments: There are total 144 computers, out of which 117 are for use of students. One 'E language cum multimedia lab' is also established. At present 19 printers, 9 scanners and 7 Xerox machines are in use.

- One ICT-enabled seminar hall and one conference room are used for guest lectures/seminars/ meetings/conferences. There is one Video conference room to provide exposure to the students with the class/lecture given by eminent personalities from national/international institutions.

Additional Physical facilities

- Wi-Fi enabled campus and G-Suite facility for paperless communication.
- Evolis – 522 card printer for printing of students' ID card.
- Installation of 70 CCTV cameras in the campus to ensure safety and security
- Software with integrated applications for admission, student's database, online feedback collection and leave management for staff.
- Ramps in all blocks, Divyangjan friendly washroom and reading corner (equipped with reading

software) for Divyangjan.
- >Generator of 25 KVA power to ensure uninterrupted power supply
- Solar photovoltaic panel of 30 KW
- SYNEL (SY-920) Biometric system for staff attendance

- Well-furnished library with 39,510 textbooks, 11,053 reference books, a good number of e-books and e-journals, 34 periodicals/magazines, 2 database, 130 Cd/DVD. Besides, the library has a Book Bank system where students of BPL can borrow books in addition to their normal book borrowing facilities. The Faculty Corner preserves publications/dissertation/thesis/books of the faculties. The books and published works on Swami Vivekananda are preserved in the Vivekananda corner in the library.
- Primary Health Unit
- Canteen
- Green House and a *Rashi Vatika*

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response:

The college believes that co-curricular activities are of utmost importance for the all-round development of the students. To promote cultural and sports activities, the college has a Cultural and Sports Committee to felicitate various activities. Keeping that in mind, the following facilities are made available to the students,

Sports, games and Gymnasium:

 Indoor facilities

- A multipurpose indoor stadium with Badminton court
- Facilities for carom and table tennis
- Boys' Gymnasium with instructors
- Fitness corner at Girls' Common room

Outdoor facilities:

- Volleball
- Football
- Basket Ball
- Kabaddi

- Playground for Athletics
- Cricket (through B N College Cricket coaching center)
- Kerate

Cultural Facilities:

The college has a rich tradition of cultural activities in drama, dance, music, literary events and fine arts. The campus is kept vibrant through various cultural activities. The college provides necessary facilities for its budding artists.

- The auditorium hall is available for cultural activities. Practice sessions of cultural activities such as plays, mimes, folk dance, one-act plays, etc are performed in the hall.
- The seminar hall of the college is also used for cultural programmes as and when required.

- The Sports and Cultural committee organizes different cultural activities. The Committee makes use of the auditorium for dance, music, and drama practice. The committee also looks after the necessary infrastructure.
- Musical instruments like Harmonium, Tabla, Dholki, Dhol, guitar, keyboards, trible etc with music system are always made available for the students and maintained by the Sports and Cultural Committee.
- The college introduced various students club, namely, music, dance, drama, art and drawing, literary, debate, photography to inculcate the artistic talents and potential inherent in the students and provide them with better orientation on various cultural activities and conducting various aesthetic programs.
- External experts are occasionally invited for mentoring and directing the performances from time to time. Ms. Minakhee Gogoi, A famous *Gunin* (Visharad) in Sattriya Dance was invited to act as a resource person in the 3-day workshop on *Sattriya Nritya* organised from 08/02/2019 to 10/02/2019. A two-day Workshop on Sills and Techniques of Debate was organised on 11th and 12th February 2021 where Mr. Netrajit Borah, News Anchor, Ishan News, and a famous debator of Assam acted as resource person.
- The students participate in different cultural activities at the college and university level and have received awards in varied cultural competitions.
- To inculcate the cultural and traditional values amongst the students the events such as the celebration of commemorative days, annual college week, Youth festival are organized.

Apart from these, the college has collaborations with organisations/parties concerning sports and culture in the form of Agreement/MoU to undertake regular cricket coaching, table tennis workshop, kabaddi match, karate training program, health training, debate and drama workshop, etc. to nurture the skills of the students in these particular fields.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. *(Data for the latest completed academic year)*

Response: 72.09

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 31

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View Document](#)
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 15.72

4.1.4.1 **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
87.20	96.09	40.58	90.43	88.21

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	[View Document](#)
Upload audited utilization statements	[View Document](#)
Upload any additional information	[View Document](#)

4.2 Library as a Learning Resource

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

Response:

Library Management System:

The library is the knowledge resource center of the college. The Shew Narain Tantia Library, the central library of the college is equipped with the following ICT facilities,

- Name of ILMS software: SOUL (Software for University Libraries)
- Version: 3.0 (Latest)
- Updated: 2021
- Nature of automation (fully or partially): Partially
- Year of Automation: 2009
- DSpace (Digital Library Software)

The LMS have modules namely, shelf management, library stock verification, library membership, membership login, issue item, return item, etc. This software also provides facility to create, view and print records of accession register, subscription list, transaction report, membership reports etc.

The OPAC (Online Public Access Catalogue) facility is available in the ILMS for the status of a book such as available/issue, shelf number, accession number, And the bibliographic information of the book. This facility helps the reader to track the books easily. Records of books are generated as Subject wise, accession number wise, author wise, publisher wise as well as ISBN wise.

Bar code are generated Brother Software using accession register data of books.

Digital wing:

A separate Digital section is available for accessing digital resources/institutional repository through DSpace named Shew Narain Tantia Digital Library. SNT Library, BN College has also a soft copy Corner where various CDs and DVDs are available for the library users. Access to online resources (remote access) such as, N-LIST, DELNET, World Ebook Library are available in the library. The library has also parched some E-books from Art & Science Academic Publications (ASAP) available only within the college campus.

WEB OPAC:

One can search books, thesis and periodicals by keyword of title, author, ISBN/ISSN No., publisher, Subject and Accession number etc. at anywhere of the world through internet connection and get the information about searched collection like status of books (available or issued), no. of copies and location of the document in the library and other bibliographical details.

Library Webpage:

The Library webpage (https://www.bncollege.co.in/library/) provides all the information of the library like- the rules, facilities, instructions, services of the central library. The webpage also provides latest updates and display the remote access facility of some database subscribe by the library. The webpage also displays some open access site for promote the online reading habits among the students. The webpage is maintained by a farm under an MoU.

Computer Facility:

13 computers with internet and Power backup facilities are available for the students. The details of computers are as follow,

Sl No.	Particulars of work	Number of computers
1.	OPAC	02
2.	Circulation of book	01
3.	Library administrative works	03
4.	Others	03

Question Bank facility:

University end-semester examination question papers are collected and kept in this section (print and digital). This provides an opportunity to the students to improve their learning and answering skills.

File Description	Document
Upload any additional information	View Document
Paste link for Additional Information	View Document

4.2.2 The institution has subscription for the following e-resources

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases
6. Remote access to e-resources

Response: A. Any 4 or more of the above

File Description	Document
Upload any additional information	[View Document](#)
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	[View Document](#)

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 5.91

4.2.3.1 **Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
1.41	5.51	15.74	4.52	2.39

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	[View Document](#)
Audited statements of accounts	[View Document](#)
Any additional information	[View Document](#)

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

Response: 1.89

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

Response: 50

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

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4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

IT infrastructure is spread over all departments, library, IQAC room as well as administrative sections of the college. These facilities are continuously upgraded to meet the demands generated due to introduction of new curriculum, library, office management software, and others. The college has updated its IT facilities by increasing the number of computers, printers, UPS, scanners, LCD projectors, Xerox machines, online admission process, dynamic website, addition of bandwidth, and various software.

The teaching-learning process is enhanced by incorporating ICT tools and e-resources. B N College online learning portal is an initiative where teachers can take classes even on holiday or vacation from home. DELNET, INFLIBNET, CD's, Video lectures, are made available to the learners to enhance learning capabilities. The college subscribes Antivirus packages for Protection of Software.

Office automation exists since the year 2010. The software used was initially had limited compatibility. This was replaced in the year 2018. This replacement has created more facilities to handle students' data, exam data, accounting operations, and university requirements. It has helped the administrative as well as academic section to generate the required output which is, in turn, helping the digitalization at all levels.

The central library of the college uses 'SOUL' (Version-3.0) software which provides a highly versatile and user-friendly Online Public Access Catalogue (OPAC) for simple and advanced search.

The College has had an active website for last few years. With greater demand for dynamism, the website was handed over to a professional agency for maintenance. The Staff Management App (android based) which is used to manage leaves of all staff. Further all testimonials, service-related documents of college staff are uploaded and may be retrieved through this App.

In addition, biometric attendance system for employees and CCTV surveillance system has been augmented since 2009.

Table 1: Comparative chart showing updates of ICT facilities in the last five years

Sl. No.	Facility	In 2016	In 2021
1	Total no of Computer	52	117
2	Internet facility	4MBPS Leased Line Reliance Jio WIFI connection.	12MBPS Leased Line & 200MBPS optical fiber connection of BSNL
3	Campus Network	Broadband with LAN in office, Library and department	Internet connection with LAN and WIFI in office, Library and Departments
4	Compuer lab	01	05
5	Language lab	Nil	01
6	Staff Management App	Nil	01
7	B N College online	Nil	01

	learning portal		
8	ICT enabled classroom	08	26
9	LCD/LED projector	LCD = 12, LED = Nil	LCD = 21, LED = 15
10	Video-Conference room	Nil	01
11	Printer	07	13
12	Scanner	07	12
13	CCTV	20 (DVR)	45 (DVR)

Table 2: Upgradation of IT Facility:

Sl. No.	Particulars of upgradation	Year of upgradation
1	Internet bandwidth	2020
2	Website development and designing	2019
3	Online admission software	2019
4	LCD/LED projectos	2021
5	Regular upgradation of configuration of PC	2010 to till date
6	Regular upgradation of OPAC	2021
7	Regular upgradation of Library software	2021
8	Regular upgradation of Windows	2010 to till date

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 22:1

File Description	Document
Upload any additional information	[View Document](#)
Student – computer ratio	[View Document](#)

4.3.3 Bandwidth of internet connection in the Institution

Response: C. 10 MBPS – 30 MBPS

File Description	Document
Upload any additional Information	<u>View Document</u>
Details of available bandwidth of internet connection in the Institution	<u>View Document</u>

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 10.38

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

2020-21	2019-20	2018-19	2017-18	2016-17
50.97	68.34	69.31	35.98	43.75

File Description	Document
Upload any additional information	<u>View Document</u>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<u>View Document</u>
Audited statements of accounts	<u>View Document</u>

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:

B N College has designed Policy and Procedure for usage and maintenance of physical and academic facilities. This policy and procedures provide the basis for reasonable allocation and efficient utilization of facility based on the critical needs of educational, administrative and other co-curricular activities.

Policy for Use of Facilities

The policy provides a framework for the optimal use of physical assets as well as regular review of the College's space needs.

- **Classrooms**: Classroom scheduling enables students to attend classes and prepare their schedule

accordingly and institutional resources are used efficiently. Allocation and usage of classrooms are decided by the Class Routine committee. The classrooms are allocated according to the number of Programs and student strength of each class. The timetable is designed in such a way that there is the optimal use of classroom space. These rooms are also used for examination purposes.

- **Laboratory**: The schedule of laboratory is decided by Class Routine committee with the help of the head of the departments in such a way that the optimum uses of laboratories are possible. In addition, the research laboratory of chemistry department and laboratory of Institutional biotech hub is used for research purposes. The allocation and usage of laboratory equipment/consumables are decided by the respective head of the department. The Language Lab is put together with the department of BVOC (IT).

- **Administrative office:** Administrative office spaces (rooms/cabinets) are assigned to one or more individuals on a regular basis containing furniture and other equipment and used by administrative and support staff. The principal of the college allocates the required space in the administrative office.

- **Central Library**: Library space is classified into: reading room, stack, digital wing, reference section and book bank section. The library space is allocated by the Librarian according to the usage.

- **Sports and Culture**: The Rules and guidelines designed by the Sports and Cultural committee aim to serve as general guidelines to the use of facilities related to sports and culture. All these facilities present in the campus, are mainly used for training, competition and recreation of students, faculty and staff members. The volleyball court, basketball court, Playground, cricket court are used to organise various sports and games. The auditorium hall and digital hall are used for various cultural activities. The men's Gymnasium room is designated solely for related activities.

- **Boys and girls common room**: There are two separate common rooms for boys and girls where they can spend their leisure hours. Facilities of few indoor games are available there. There is a fitness corner attached with girls common room. A study corner is also there in the girls' common room.

- **Boys Hostel and Girls Hostel**: Two separate hostels, each for boys and girls are there in the college campus, with intake capacity 40 and 105 respectively.

- **Health Centre**: College has a health centre with a lady consultant, specially for the girls students and a health attendant. The health centre provides primary health services to the staff and students.

- **Computers and related equipment**: College owned equipment such as computers, LCD projector, printers, scanner, etc in offices, departments, library, computer laboratories and IQAC rooms etc for the use of staff and students.

- **Fire Extinguishers:** Fire extinguishers are in place and refilled on a regular basis.

- **Power supply:** A generator of 25 kV power and Solar panels is installed to ensure uninterrupted power supply. The maintenance service is undertaken as and when required.

Besides these, the college spaces are allocated to external users by taking the care that academic classes and academic activities in the college are not disturbed. The college space is allocated to different users on the basis of their request by the Principal.

Policy for Maintenance of Facilities

- College maintains a 'maintenance register' where complaints regarding repairs and maintenance of various facilities in the departments and office are registered by the teaching as well as non-teaching staff. These are attended by principal on regular basis and then disseminated accordingly.

- Maintenance of physical, academic and support facilities are continuously monitored by the Academic Council, Library committee, Hostel Management Committee, Sports and cultural committee and IQAC of the college.
- Renovation/alteration and upgrading of the existing academic and support buildings is decided by the Principal in consultation with the concerned head/in charge of the committees. Requirement for this is placed to Governing Body and after their approval, the work is carried out.
- IT infrastructure, namely, computers, printers, tonners, software, networking, college website, etc are maintained by various farms/parties under Agreement/MoU.
- Heads and faculty in the departments are accountable for the proper use of equipment. Head of the departments takes care of the maintenance or repairing of equipment, if necessary. The calibration of instruments is done regularly or as per the need by the expert faculty members in the respective departments. The agreement is established with B.D. Scientific Enterprise, Guwahati for maintenance of hi-end instruments. The other sophisticated instruments are mainly maintained by the service engineers of the respective manufacturers who visit the institute for maintenance periodically or on call.
- Agreement is in place with Electrician for maintenance of electrical fittings and appliances.
- Employees are in place to maintain the cleanliness and hygiene in the college campus on the daily basis. In addition to that, NSS, Eco Club, NCC of the college occasionally undertake cleaning programmes in the campus.

General water supply (Plumbing) and drinking water outputs (Drinking Water Purifier) are regularly monitored and maintained by hired services.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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 last five years

Response: 57.19

5.1.1.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2020-21	2019-20	2018-19	2017-18	2016-17
2383	1090	1421	1052	1008

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	[View Document](#)
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 3.21

5.1.2.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2020-21	2019-20	2018-19	2017-18	2016-17
209	124	17	46	0

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

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. **Soft skills**
2. **Language and communication skills**
3. **Life skills (Yoga, physical fitness, health and hygiene)**
4. **ICT/computing skills**

Response: A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 4.55

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

2020-21	2019-20	2018-19	2017-18	2016-17
85	312	142	0	0

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

11-11-2022 10:03:34

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

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: A. All of the above

File Description	Document
Upload any additional information	View 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.**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Details of student placement during the last five years (Data Template)	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 89.17

5.2.2.1 **Number of outgoing student progression to higher education during last five years**

Response: 593

File Description	Document
Upload supporting data for student/alumni	
Details of student progression to higher education (Data Template)	
Any additional information	

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 60

5.2.3.1 **Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, *etc.*)) year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
16	11	16	0	0

5.2.3.2 **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
16	11	16	0	0

File Description	Document
Upload supporting data for the same	
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	
Any additional information	

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be

counted as one) during the last five years.

Response: 19

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	9	9	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	[View Document](#)
e-copies of award letters and certificates	[View Document](#)
Any additional information	[View Document](#)

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

Response:

Active participation of the students in administrative, co-curricular and extracurricular activities is a prerequisite for the all-around development of an institution. Keeping this objective in mind, B. N. College, Dhubri has undertaken various initiatives to enable the students to engage in various activities of the college. The B. N. College Students' Union (BNCSU) is such a representative body of the student community that allows students to participate in various activities. The union consists of 12 members representing different portfolios elected by the regular students. In each academic session, the college undertakes necessary arrangements mandated by the Lyngdoh Committee of University Grants Commission (UGC) to conduct students' election. The composition, functions, responsibilities etc. of the union has been guided by its constitution. The BNCSU constitution can be amended in accordance with the changing norms and laws.

The BNCSU is entrusted to organise Annual College Week supervised by the faculty members of the College. The union body conducts indoor and outdoor games, music and drama, literary activities, social activities etc. They are also entrusted to organise the Freshers' Social to welcome the newcomers to the college. Besides, the student body also takes part in the Youth Festivals organised in the affiliating university from time to time. The annual college magazine – *Prantajyoti,* which contains articles, poems, short stories of the students and the faculty members is published under the Magazine secretary of BNCSU. In addition, the BNCSU actively participates in the celebration of Independence Day, College

Foundation Day, Republic Day, Teachers' Day, Gandhi *Jayanti*, and all other important Days of national importance, organised in the college.

In order to make the administrative process more decentralise and participatory, the college has formed various Committees and Cells. These Committees and Cells have been entrusted to perform different works related to the academic and policy level. It needs worthy to be pointed here out that, some of the nominated students have been appointed as members of these Committees and Cells. The Internal Quality Assurance Cell (IQAC), Anti-Ragging Committee, Anti-Sexual Harassment Committee, Grievances Redressal Committee, RUSA Projecting Monitoring Unit, College Hostel Committee etc. have student members. In addition, to facilitate in developing leadership quality among the students, Class Representatives (CR) have been nominated in each semester by the concerned departments with the approval of the Principal. Class representatives also participate in providing inputs on various academic matters time to time. Moreover, various Students Clubs in areas like – Debate, Drama, Music, Dance, Electronic, Literary, Photography, Quiz, Electoral Literacy, Creative Writing, Art, and Mathematics have been formed in order to involve the maximum number of students in the co-curricular and extracurricular activities. Moreover, in each of the clubs, one student member has been nominated as the Student In-charge to look after the activities of the Club.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 15.8

5.3.3.1 **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
34	25	10	4	6

File Description	Document
Upload any additional information	[View Document](#)
Report of the event	[View Document](#)
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	[View Document](#)

5.4 Alumni Engagement

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

Response:

The college feels pride in its alumni who are very important stakeholders in the process of development of the college. Conscious efforts are made to strengthen the relationship between the institution and alumni. One of the main purposes of Alumni Association is to support a network of former graduates who will in turn help to raise the profile of the college. The Alumni Association of the college is a registered body under Societies Registration Act XXI of 1860 (registration no: RS/DBR/250/V/20 of 2021-2022). The alumni Association has been in existence since 2015. For membership registration in Alumni Association, a alumni, a link is provided on the college website (www.bncollege.co.in ? https://bncollege.online/index.php/Alumni/load_alumni). The activities of the association are governed by an Executive Body.

The alumni of the college contribute in various ways,

- B N College Alumni Association is an intense source for enrichment of the students' network and authentically conveys the values and principles of the college.
- Alumni are engaged in curriculum enrichment by providing their valuable feedback.
- Alumni who have distinguished themselves in various walks of life are invited as resource persons, guest speakers and as judges for various college events.
- They provide financial contribution for academic upliftment of students by sponsoring fees for coaching classes, prizes for academic achievements of the students.

Some of the alumni have been appointed as member of the college management as they are familiar with the ethos of the institution.

File Description	Document
Upload any additional information	[View Document]
Paste link for additional information	[View Document]

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

Response: D. 1 Lakhs - 3 Lakhs

File Description	Document
Upload any additional information	[View Document]
Link for any additional information	[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 and in tune with the vision and mission of the institution

Response:

B. N. College, Dhubri is governed by the Governing Body (G.B) of the college which is formed by the Department of Higher Education, Govt. of Assam. G.B is the apex body of the college that plans policies as per the rules and regulations of Department of Higher Education, Govt of Assam and executes the developmental activities of college. The plans and policies are framed by G.B, where local MLA acts as a special invitee, by involving various stake holders and are in line with vision and mission of the college. G.B, IQAC and the faculty members play a pivotal role in designing and implementing quality policies in teaching-learning, research, governance and extension activities. There are formal and informal arrangements to coordinate the academic and administrative planning and implementation which reflect the efforts of the college in realizing its vision. The involvement of the leadership is clearly visible in ensuring the execution of the action plans for the fulfillment of the stated mission.

The vision and mission of the college:

Vision

The vision of B. N. College is to provide quality higher education with an attempt to inspire, prepare, and empower students of its catchment area to succeed in a changing world.

Mission

B. N. College strives to achieve its vision by

- Committing itself to intellectual exercises based on effective teaching, interaction programme and exchanges in order to lift the diverse communities from stagnation to development,
- Nurturing emerging disciplines and the creation of new knowledge and artistic expression in response to a rapidly changing world,
- Inculcating deep historical knowledge of diverse cultures at home and abroad
- Making effective use of the emerging technological tools to create skilled manpower and to bridge the gap between social needs and higher education.
- Creating a congenial atmosphere to create and disseminate knowledge of human experience, thought and creativity to advance human welfare in all its dimensions,
- Actively cultivating efforts aimed at developing students into independent-minded, responsible global citizens.

The vision and mission of the institute are well in tune with the objective of higher education. It is reflected through the following programmes and activities of the college:

- To ensure quality education the college conducts various activities for its students namely,

- Add-on courses,
- Mentoring,
- Diagnostic test to identify slow and advanced learners,
- Personality development programmes,

- Coaching classes for competitive/entrance examinations,
- Students' clubs, by involving the teachers in various capacities in a well-planned manner

- Various committees comprising of principal, IQAC members, teachers, staff and students are entrusted to impart all these activities time to time.
- Discipline and social responsibility are inculcated through NSS, NCC, Scout & Guide, and sports activities. Besides field trips, tree plantation, blood donation camps etc are also organized.
- College believes that to impart quality education, teachers are to constantly improve themselves. With that aim, college encourages the teachers to take up research through its Research and Publication cell. Teachers are also provided financial assistance to take part in Faculty Development Program, Seminar, Workshop etc.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

B N College encourages a culture of decentralization and participative management by involving staff members in a number of administrative roles.

- The apex decision making body at college level is the B N College Governing Body. It has representative from leading educationist, nominee from affiliated university, guardians including lady, teacher representative, member from support staff and local MLA (as invited member).
- For participative decentralization and governance, Governing Body has appointed the Vice-Principals, and Head of the departments and provided administrative and academic autonomy and mobility for the effective governance.
- Governing Body also formed IQAC which becomes a vehicle for ushering in quality. As per NAAC guidelines, the cell consists of principal, vice-principal, member from Governing Body, member from alumni, member from employer, few teachers, student and coordinator. IQAC does the planning and evaluation for quality assurance in the college and organizes meetings periodically throughout the year
- All teaching and non-teaching staff are members of Staff Council which takes any common and general decision.
- Academic council consist of Principal, Vice-principal, Coordinator IQAC and all head of the departments is responsible to address the academic related issues.

- Important committees comprise of teachers, and many committees include non-teaching staff and students as well.
- The committees are responsible for admission (Admission committee), timetable preparation (Class Routine Committee), examination (Examination Committee), purchases (Purchase Committee), etc and prepare working strategy for effective functioning.
- Every committee has freedom to prepare their plan and decide implementation strategies.
- Committee meetings are held as and when required for the implementation and organization of certain activities.

Case Study: Interdepartmental competition on the basis of some of the performance indicators of NAAC

IQAC of the college has submitted a proposal to organise interdepartmental competition on the basis of some of the performance indicators of NAAC for the session 2018-2019 (*Resolution No. 4 of meeting of IQAC held on 12/06/2018*). The same proposal was approved by the Governing Body, B.N. College (*Resolution No. 5 of the meeting of the Governing Body held on 02/08/2018 at 11.00 am in B.N. College*).

IQAC prepared a format on the basis of 7 criterion of SSR and all departments were asked to submit the same along with relevant documents. College invited an external Committee constituting of Prof. Santanu Baishya, Former Coordinator, IQAC, Cotton University and Prof. Utpal Sarma, Coordinator, IQAC, Gauhati University for assessment the departments on 14/09/2019. After a detailed evaluation (on-site verification), the committee submitted report of assessment, which was placed to the IQAC meeting held on 30/09/2019 where it was resolved that IQAC will prepare the action plan for the departments securing B or C grade. Furthermore, department of Computer Science and Hindi will be mentored by department of Physics and Sanskrit respectively. In addition, the bench mark of the Physics department (securing highest grade point) needs to be increased. Accordingly, all the departments, along with the mentored departments are informed about these resolutions.

The resolutions undertaken at IQAC meeting were further placed to the GB meeting held on 29/10/2019 (Resolution 9).

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

College prepared a perspective plan for five years from 2016-2017 to 2020-2021 for its all-round development which was approved by the Governing Body of college. The plan was prepared keeping in

mind the seven criteria set up by NAAC for qualitative improvement of higher educational institutions of India. There are many focused areas in the perspective plan on curriculum development and deployment, teaching-learning process, infrastructure development, governance, progression of students, etc which are effectively deployed for qualitative improvement of the college. One of the prime focuses of Perspective plan was digitization of academic and administrative activities which was perceived to be a key factor for improvement of the efficiency of various programs to be taken up by the college.

CASE STUDY: Digitization in Academic and Administrative Activities

Admission: Admission is done online through *B.N. College Admission Software* which is used to generate merit list, student ID, Roll Nos., student identity card etc.

Fee Collection and Record: Student fee is collected only through debit/credit card and all records are maintained through *Tally* software.

Scholarship: Scholarships, both external and Internal are disbursed through DBT mode and records are maintained in the respective portal.

Account Maintenance: College maintains all accounts through Tally EPR 9.

Income Tax Calculation: The calculation of income tax of the employee is done with *itax Software.*

Library: Library of the college is partially automated through *SOUL* software of INFLIBNET. All books are barcoded. SOUL software offers OPAC services like cataloging, searching, acquisition, circulation (issue, return & reserves). Users can access e-books e-journals through Nlist programme of INFLIBNET. The library is also a member of DELNET. All information regarding library is disseminated through the library http://www.bncollege.co.in/library.

Biometric Attendance: The attendance and working hours of staff is monitored through *biometric* attendance.

Internet Facility: Internet connection is provided through 12 mbps leased line as well as 200 mbps Bharat Fiber (FTTH) with wifi facility.

B N College Learning Management System: To encourage the Blended mode and Flip mode of teaching, college has developed *online learning portal* through which teachers can upload video classes and learning materials.

Staff Management App: College has developed *Staff Management App* which is used to manage leaves of all staff. Further all testimonials, service related documents of college staff are uploaded and may be retrieved through this App.

Feedback: Feedback from students, teachers, alumni, employers are taken on-line and analysed through software.

ICT enabled classroom, lab, Video Conference room, Language lab: Most of the classrooms and few laboratories are ICT enabled. Students can get exposure of lecture/talk of eminent personalities/faculty members of other institute through video conference facility. Language lab allows students to practice

the language with a much wider variety of activities and exercises based on the computer.

Active website: For decimation of information, college has an active website with *e-notice board (QR Code)* facility.

Bulk SMS: This facility is used to disseminate urgent information to large number of students.

YouTube: College has its own YouTube channel (https://www.youtube.com/channel/UGC3QRBjUStXAFKukQZq_IAA)

CCTV: The entire college campus is under CCTV surveillances.

File Description	Document
Upload any additional information	[View Document](#)
strategic Plan and deployment documents on the website	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response:

The college is affiliated to Gauhati University. It is a provincialized college under Department of Higher Education (DHE), Government of Assam. The Governing Body (GB) of the college is the highest decision-making body of the college and is constituted by the Department of Higher Education, Govt of Assam. Principal of the college is the Secretary of the Governing Body. The college is under the administrative control of Govt. of Assam through the Directorate of Higher Education. The academic affairs are controlled by the affiliating university i.e. Gauhati University.

The college follows policy of participatory decision making which is evident from its administrative set up, appointment procedure, service rule etc.

Policies:

To realize the vision and mission, the college has framed various policies, like, Academic policy, Green Practise policy, Infrastructure Usages and Maintenance policy, Student Support policy, Staff Development policy, Ani-Sexual Harassment policy, Anti Ragging policy, Policy on Scholarship and Freeship, etc.

Administrative Setup:

- Principal of the college is at the apex of the administration of the college and functions under the GB of the college.
- Vice-Principal of the college, an ex-officio member of the GB, works under Principal and mainly

looks after the academic activities of the college.

- Head of the departments are responsible for looking after the individual departments and work in proximity with Vice-Principal. HODs are also member of the Academic Council which is the highest academic body of the college.
- Faculties are responsible for dissemination of knowledge & skill to the students. They are also members of various committees and take part actively in various decision making processes. Every year two faculty members are elected as representatives to the GB.
- Librarian is the head of the central library who works under the Principal and is supported by Assistant Librarian, Library Assistant and Library Bearer. The Librarian is the ex-officio member of the GB.
- IQAC of the college is responsible for ensuring quality in all academic and administrative activities.
- The office of the college works under Principal with Head Assistant at the helm of the affairs who is supported by Senior Assistant, Junior Assistant Office Bearer and other 4th grade staff. Every year one office staff is elected as representative to the GB

Procedure for Appointment:

All appointments are made as per the rule of Department of Higher Education, Govt of Assam which follows UGC guideline for the appointment of Assistant professors in colleges. The advertisements are published in the leading newspapers by the Principal after approval from GB. The GB of the college is entrusted to complete the interview process and the final appointment is done by DHE, Assam as per the recommendation of the GB.

Service Rule:

College follows the service rules and conditions laid down by the Department of Higher Education, Govt of Assam.

Procedure for Promotion:

All promotions are made as per the rules and regulations of DHE, Govt of Assam. The IQAC of the college organises Orientation programme to aware the faculty members about the API regulations issued time to time.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)
Link to Organogram of the Institution webpage	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts

3.Student Admission and Support

4.Examination

Response: A. All of the above

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

6.3 Faculty Empowerment Strategies

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

Response:

The college is committed for the welfare of its staff and various measures are taken in this direction as per the provision of the existing government rule or as an initiative from the college.

- **Pension Scheme:** All teaching and non-teaching staff working against permanent posts are eligible for pension from government of Assam
- **Provident Fund:** There is provision for provident fund for all teaching and non-teaching staff working against permanent posts.
- **Gratuity:** All teaching and non-teaching staff working against permanent posts are eligible for gratuity from government of Assam.
- **Group Insurance Scheme:** All teaching and non-teaching staff working against permanent posts are insured through Group Insurance Scheme of LIC as per provision of Govt of Assam.
- **Leave Encashment Facility:** All teaching and non-teaching staff working against permanent posts are eligible for Leave Encashment facility from government of Assam.
- **Thrift and Credit Cooperative Society:** There is a Thrift and Credit Society in the college. All teaching and non-teaching staff are members of the society. Members can take loan for short term and long term at a low interest.
- **Medical Facilities**: The Health Centre in the college with one para medical staff and visited for three days a week by one Senior Medical Consultant. All college staff are allowed to avail primary medical facilities from the health centre free of cost.
- **Financial Support:** Although there is no relief fund in the college, there are number of instances in recent years in which the college staff came out together and extended their helping hand to staffs facing health related problems through financial support under the leadership of the Principal
- **Leave Facility:** The staff of the college are entitled for Study Leave, Duty Leave, Maternity Leave, Child Care Leave etc.

- **Cognitive Support**:

- The college organises Seminars, Workshops, Staff Development Preprogramme for its teaching and non-teaching staff, also extend financial support and sanction leave to participate in such programme.
  - College organises monthly Faculty Seminar to encourage the teachers to present and discuss their research work among the peers.
  - Teachers are encouraged to participate in Refresher Course/Orientation Course/ Short Term Course organised by HRDC-UGC and other organisations.
  - College takes necessary initiative for sanctioning Teacher Fellowship and MRP.
  - Faculty members are felicitated for their publication in journals, books, etc in every College Foundation day.
  - Library Facility is provided to all staff where they access to all online/offline study materials.
  - The Research and Publication Cell of the college helps faculty members in publishing their books.

- **IT Facility**: All departments are provided with computers, printers, internet facility.
- **Safe Drinking Water Facility:** There is arrangement of safe drinking water for all staff.
- **Canteen:** The canteen of the college provides good quality food to all staff on demand maintaining clean, hygienic condition.
- **Gymnasium:** The gymnasium facilities are provided free of cost.
- **Reserved Seat for Children of Staff:** The college reserves the seat for admission of children of college staff in UG and PG classes.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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: 31.79

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**

2020-21	2019-20	2018-19	2017-18	2016-17
38	25	35	0	0

File Description	Document
Upload any additional information	[View Document](#)
Details of teachers provided with financial support to attend conference, 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: 6.8

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

2020-21	2019-20	2018-19	2017-18	2016-17
11	13	5	3	2

File Description	Document
Upload any additional information	[View Document](#)
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres)	[View Document](#)
Reports of Academic Staff College or similar centers	[View Document](#)
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	[View Document](#)

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 29.84

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

2020-21	2019-20	2018-19	2017-18	2016-17
31	22	15	21	3

File Description	Document
Upload any additional information	[View Document](#)
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	[View Document](#)
IQAC report summary	[View Document](#)
Details of teachers attending professional development programmes during the last five years	[View Document](#)

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

Response:

Yes, the institution has performance appraisal system for teaching and non-teaching staff of the college.

For teaching staff

1. **Performance Based Appraisal System:** The Performance Based Appraisal System (PBAS) format has been prepared by the IQAC of the college following the guidelines of UGC and Department of Higher Education, Govt. of Assam. In every academic year, the IQAC of the college collects API-PBAS from all faculty members. The performance of the faculty is assessed by the Head of the Departments, Co-ordinator-IQAC and Principal of the college. The performance appraisal consists of three parts:

Category I: Teaching, Learning and evaluation related activities

Category II: Professional Development, Participation in Co-curricular and Extra-curricular activities

Category III: Research and Academic activities

Promotion of teachers from one grade to higher grade is granted only if the requisite score is achieved in all the three categories.

1. **Annual Confidential Report (ACR):** ACR for the teaching staff is prepared by the Principal as per the format of Department of Higher Education, Govt of Assam and submitted to the Director of Higher Education as and when directed.
2. **Evaluation by the Students:** Feedback on performance of the teachers is collected from the students in every academic year, evaluated and necessary measures taken for improvement.

For Non-teaching Staff

1. **Performance Appraisal of Non-teaching staff:** Annual Confidential Report for the non-teaching staff is prepared by the IQAC of the college as per the format of Department of Higher Education, Govt of Assam and is assessed by Principal every year.
2. **Student Feedback:** Student Feedback taken on College Office, Library as well as the suggestions

received from the students are used to evaluate the performance of non-teaching staff of the college.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The college conducts internal and external financial audits regularly. There is a two tier financial audit system in the college which involves-

1. Internal Audit by Chartered Accountant :

It is conducted by a local chartered accounting farm selected by the Governing Body of the college.

2. External Government Audit :

It is conducted by the Department of Local Audit, Govt of Assam.

The internal audit is a continuous process which is carried out by CA. All bills, vouchers are stock registers are checked and verified by the auditors. Finally, an audit report is prepared by the CA, which is placed in the Governing Body.

For grants received from UGC, DBT, RUSA and other agencies, utilization certificates are prepared as per the guidelines of the funding agency which is duly checked and signed by CA and submitted to the corresponding authority.

In external government audit which carried out by Department of Local Audit, Govt of Assam, as per their schedule, assessment of Income-Expenditure and Receipt-Payment is checked following the government rule.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	[View Document](#)

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

Response:

The institution applies different strategies for mobilization of funds from various agencies as per the standard procedure of the agency concerned. Generally, it is a three-step strategy that involves:

1. **Identification of Project by IQAC/ Department**
2. **Preparation of Project Proposal and Submission**
3. **Implementation of the Projects per the guideline of the granting agency**

Following the strategy mentioned above, various projects are either implemented or being implemented in the college during the last five years (2016-2017 to 2020-2021). Some of which are mentioned below:

Sanctioned Grant of,

1. Rs. 40,00,000 from UGC for construction of Women Hostel under 12th Plan
2. Rs. 200,00,000 from RUSA for infrastructure development (RUSA 2.0)
3. Rs. 130,00,000 from Department of Sports & Youth Welfare, Govt of Assam for construction of Indoor Stadium
4. Rs. 33,62,040 (90% of project cost) from Assam Energy Development Agency for installation of 30 kWp Solar Photovoltaic Power Plant
5. Rs. 3,52,500 from UGC for organizing National Seminars
6. Rs. 3,00,000 From ICPR and Rs. 3,00,000 from ICHR for National Seminar
7. Rs. 12,10,000 from UGC for Five Minor Research Projects
8. Rs. 26,54,200 from DST and Rs. 4,54,390 from ASTEC for Major Research Project
9. Rs 45,98,000 from DBT for Advance Level Biotech Hub
10. Rs. 82,00,000 from DBT for DBT Star College Scheme
11. Rs. 20,00,000 from Govt of Assam for Starting B.VOC(IT) Course
12. Rs. 1,45,000 from ASTEC for Outreach Programme in rural schools

13. Rs. 50,000 from UBA, MoE for Adoption of villages

As fees from the students is a major source of revenue the college takes special initiative to admit students in such a way that all sanctioned seats are filled up. Various facilities like Add-On Courses, Club Activities, Gymnasium, Library, Video-Conferencing, ICT Classes, Canteen, Health Centre are provided to impart quality education and provide good facilities to the students with an aim to fulfill their aspirations so that the college remains the first choice of all aspiring students of the region.

The various sources of funds may be summarized as:

1. Fee from Students
2. Grants received from Govt of Assam for salary and non-salary
3. Grants for projects implemented by various Govt Departments/Agencies for infrastructure development/workshop/seminar/extension etc
4. Funds from Gauhati University for running the Centre for Distance Learning (IDOL)
5. Funds from Gauhati University for evaluation work
6. Grants from UGC under GDA
7. Donations from alumni
8. Interest accrued from FD

Fund Utilization:

For proper utilization of the fund, budget is prepared every year. While preparing the budget adequate attention is given for augmentation of physical and academic infrastructure, IT facilities in teaching-learning process, extra-curricular/ Co-Curricular activities, library facilities, Aid to poor students, development of faculties and staff etc. Utilization of the fund is monitored with the help of various bodies of the college namely the Governing Body, Construction and Purchase Committee, Project Monitoring Committee etc. Utilization Certificates of all grants are submitted as per the norms of the funding agency after auditing through CA or Govt Auditor.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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:

IQAC of the College was established on 01/03/2002 for quality assurance, quality up-gradation, assessment and accreditation. Since then, IQAC has become instrumental in suggesting a number of quality improvement measures in the college.

The two examples of practices institutionalized as a result of IQAC initiatives are given as,

1. **Mentoring the Students**

The objective of the Practice is to motivate, support and guide the mentees in their academic pursuits along with facing challenges in life. In this cutthroat competitive world, making right decisions, both in academic and non-academic aspects of life is very difficult to take. The mentoring process is aimed at to address it by supporting and guiding the mentees to enable them to face the challenges.

The process is governed by a combined policy followed in every departments and are asked to divide the mentees and form groups of not more than 20 mentees. The faculty members are issued appointment letters to act as mentor of their groups. The mentors discuss both academic and non-academic issues and encourage the mentees to share their problems. The academic issues are taken care of within the college with consultation of the various stakeholders, if needed. The non-academic aspects, including both personal and family issues are specifically taken care of. College invited counsellor to take care of psychological problems time to time. The mentors act as guide, friend and philosopher to the mentees.

The mentoring process has been successful ever since it was introduced in 2016. The continuous interactions between the mentor and mentees have resulted in the reduction of students dropout rates. Moreover, the students facing economic hardship are provided with books from the Central Library. It has also help to strengthen the mentor-mentee relationship. IQAC also organises interaction sessions on Mentoring for the faculty members.

2. Student Club

College tries to inculcate the creative qualities of the students as these are of utmost important for all round development of the students.

Keeping that in mind, various Student clubs, namely, Photography, Dance, Drama, Literary, Art and Drawing, Debate, Electronic, Music, Sports (Indoor and Outdoor), Mathematics and Quiz club have been established. Each club is supervised by an in-charge from college staff. In addition, a student member is assigned as student leader in each club. The club activities are also assigned in the college daily routine.

It has been found that the students are very enthusiastic to join the clubs as their choice and enjoyed the activities very well. Various programmes/competition are organised in relation to these club activities.

Besides this IQAC has taken following initiatives for institutionalization of the quality culture:

- Preparation of Perspective plan
- Preparation of Academic Calendar/ college prospectus
- Conducting meetings periodically
- Timely submission of AQAR to NAAC
- Participation in NIRF
- Conducts quality audits
- Collection and analysis of feedback from stakeholders.
- Organising staff and student development programme
- Green campus initiatives
- Publication of IQAC news-letter

- Maintenance of College Website
- Establishment of linkage/MOU
- Setting a documentation process in motion
- Evolving formats for information and data

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives   )

Response:

IQAC of the college reviews its teaching-learning process, structures and methodologies of operations and learning outcomes at periodic intervals.   Following are two examples of institutional reviews and implementation of teaching-learning reforms facilitated by IQAC,

1. Teacher's Diary

Teaching is a very systematic process and it requires proper planning for making it effective to the students. Thus, IQAC has prepared a Teacher's diary containing timetable, workload, actual teaching units, syllabus completing summary along with teaching methods used, mentoring work, library work, research activities, extension works and other administrative committee responsibilities. Research outcomes in terms of paper/book publication, seminar/conference presentation, etc can also be documented in the diary. Every teacher has to maintain the individual Teacher Diary to record all day-to-day teaching-learning and other activities regularly. Individual Teacher Diary is verified and signed by HOD of the concerned departments and is then submitted to the Principal for final approval. The Principal monitors the overall performance of the teachers through the verification of the Diary.

2. Diagnostic test for beginner and maintenance of track record

To recognize the understanding level of the students admitted in the first semester, IQAC initiated to take a test just after one month of initiation of class. The test is taken in MCQ pattern through OMR sheet. To set the question papers, emphasis are given to the conceptual knowledge of the subject taught to identify the slow learners and advanced learners along with the medium learners. After the identification, teachers take necessary measures, particularly slow and advanced learners. IQAC also have taken initiative to maintain a track record of the student by taking mid-term test in the next consecutive years to monitor the improvement of the students by taking proper measure. The track record gives a clear scenario of that.

Besides this, IQAC has initiated to implement the recommendations of NAAC peer team of the 3rd cycle. IQAC also reviewed and implemented its teaching-learning process in the following ways,

- Encouraging the use of ICT in teaching-learning
- Subscription of DELNET and INFLIBNET in central library
- Introduction of student-centric learning methods namely, class seminar/quiz/dramatization/hands-on training/field visit, etc.
- Collection of Personal Appraisal Form from faculty
- Collection and analysis of feedback on curriculum collected from various stakeholders
- Maintenance of HOD's diary (weekly basis) to be monitored by the Principal

Post-accreditation quality initiatives:

College is trying for incremental improvements in quality initiatives in various vertices. Following are few quality initiatives during the post-accreditation:

- Introducing Add-on courses and B VOC (IT)
- Conducting quality audits
- Participation in NIRF and AISHE
- Establishment of functional MoU's with various institutes and linkages with other HIEs
- Augmentation of infrastructure for smooth running of various academic/co-curricular activities
- Development of LMS in teaching-learning
- Subscription of DELNET
- Implementation of e-governance in Administration, Finance, Admission etc.
- Organising staff development programme
- Development of online feedback system
- Preparation of 'Code of conduct Handbook for various stakeholders'
- Installation of 30 kWh solar power system
- Installation of CCTV
- Establishment of Bio-Composting Units
- Organising National/State/Institution level conferences/seminars/workshops for teachers and students
- Capacity building programs for the students

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**

2. **Collaborative quality intitiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: A. All of the above

File Description	Document
Upload e-copies of the accreditations and certifications	<u>View Document</u>
Upload details of Quality assurance initiatives of the institution	<u>View Document</u>
Upload any additional information	<u>View Document</u>
Paste web link of Annual reports of Institution	<u>View Document</u>
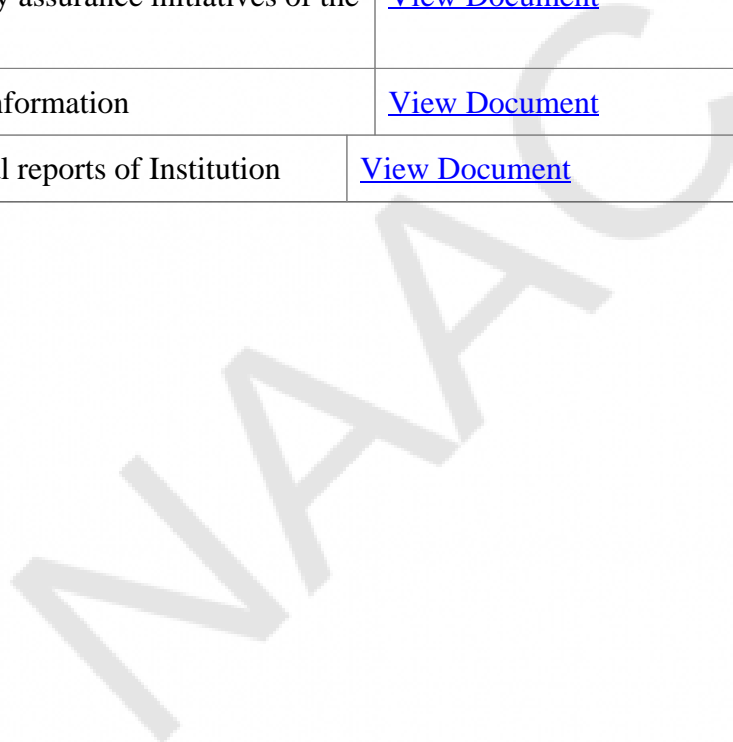
Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

The college believes in simultaneous development and progress of all the genders which is of utmost importance for the overall development of the institute as well as the society. Keeping that in view, the college follows its Gender Sensitization Action Plan annually and undertakes various initiatives to promote the gender equity.

The Women Forum of the college is an organization with effective vigil on the gender related issues in the college. The forum conducts periodic audit of Female Safety in the campus by way of Students survey, analyze it to recommend appropriate measure to the Governing Authority. It also regularly organizes invited talks by renowned speakers to aware about equality, human dignity, Legal Rights etc. It also organizes training sessions of "Self-Defense" for the girl students.

The college conducts Gender Audit in the campus with an aim to identify gender patterns of the institutional composition and design policies accordingly.

The Women Cell of the college is the sister organization of B N College Teachers' Association (BNCTA) working on gender issues and gender causes of the college under the supervision of Assam State College Teachers' Association.

The safety and security is the priority of the college and all such issues related to safety and security of the students as well as the staff of the college are addressed promptly and are solved with suitable action in timely manner.

The college has well-furnished Common Room for boys & girls. The Girls' Common Room is equipped with Study and Fitness Corner and separate washrooms. The Girls' Common room also has the Sanitary Napkin Vending Machine. The campus is under electronic surveillance with about 70 numbers of functional CCTV cameras, placed at strategic points to monitor the campus.

The college has well trained security guards in place for 24x7 strict vigil of the entry and exit of the stakeholders and visitors in the campus.

Security guards are also in place in the girls' hostel of the college to monitor the time table of entry and exit of the boarders as well as the visitors of the boarders under the active supervision of the warden of the hostel.

There is a fully functioning anti-ragging committee in the college and regular meetings are held with the student body and necessary interventions are made to make sure that every student feels safe. Complaints if any are promptly addressed and resolved.

All committees in the college have the representatives of women members to ensure gender equality.

The problems faced by the students are discussed and resolved during mentoring by the teachers.

Grievances of all students / staffs irrespective of their gender are duly acted upon by the Grievance Redressal Cell.

Any psychological issues of the students are solved by hiring service of professional counselor. Such counseling sessions are often sought online / offline for effective counseling of the students / staffs (as and when situation demands) to ensure proper attention and address the issues adequately. In this regard the college has a functional MoU with the counselor.

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document
Link for annual gender sensitization action plan	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Response: B. 3 of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document
Any other relevant information	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

It is the policy of the college not to compromise on waste management in order to ensure eco-friendly environment in the campus and also set an example of eco-restoration and sustainable development for the visitors and the society.

For Solid waste management:

The college undertakes strict monitoring and management of both biodegradable and non-biodegradable waste generated in the campus. Separate waste bins for bio-degradable (Green Bins) and non-biodegradable waste (Blue Bins) materials are placed inside the campus for their segregation at source.

The college strictly prohibits single used plastics viz., polythene bags, plastic cups, straws etc. in the canteen and in the campus. Although the Event publicities are done using flex boards during various events and seminars, such flex banners are handed over to the scrappers along with others for proper recycling.

The college has a MoU with the local Scrapper and under the MoU, all the recyclable / non-biodegradable solid wastes are delivered to the scrapper for recycling.

The college use to manage the bio degradable wastes of the campus by converting them in to bio fertilizer (Waste into Wealth). For this it has functioning Bio Composting Unit to undertake microbial composting as well as vermi composting.   The compost produced is used in the campus nursery.

The unusable solid wastes generated in the campus are periodically handed over to the local Municipality Board for their safe disposal under a Memorandum of Understanding with the Municipal Board. The college has functioning incinerators in the campus for disposing off used sanitary napkins. The college furniture is regularly repaired in order to avoid the proliferation of solid waste.

For Liquid waste management:

The college has working Liquid waste treatment plants in laboratories of departments of Chemistry, Botany and Zoology. The waste water of such departments using various chemicals in the laboratories are treated and made harmless before disposing them in to the drainage system to avoid chemical pollution in the environment. The toilets are properly connected to sewage system which empty into separate tanks and are regularly cleaned and maintained for hygiene. Regular care is taken to ensure that there are no leaks in the pipes or accumulation of contaminated water in the campus.

For E waste management:

The College has entered in to a MoU with Silicon System, a Computer Hardware Solution Centre to undertake E Waste management works. The hardware of computers are regularly repaired and utilized. Every effort is made to keep e-waste to a minimum by fixing the systems with the reusable parts of dead systems in the e waste stock of the college. Printer cartridges are reused after refilling and the safe materials which cannot be reused are provided to scrapper for recycling. E-waste generation is minimized by purchasing and installing quality equipment with long durability. The authority strictly checks the reasonableness of the indented e-items and its quantity before making sanction of the same in order to keep a check in the generation of e-waste.

File Description	Document
Any other relevant information	[View Document](#)
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	[View Document](#)
Link for Geotagged photographs of the facilities	[View Document](#)

7.1.4 Water conservation facilities available in the Institution:

1. **Rain water harvesting**
2. **Borewell /Open well recharge**
3. **Construction of tanks and bunds**
4. **Waste water recycling**
5. **Maintenance of water bodies and distribution system in the campus**

Response: A. Any 4 or all of the above

File Description	Document
Geotagged photographs / videos of the facilities	[View Document](#)
Any other relevant information	[View Document](#)
Link for any other relevant information	[View Document](#)

7.1.5 Green campus initiatives include:

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

Response: A. Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	[View Document](#)
Geotagged photos / videos of the facilities	[View Document](#)
Any other relevant documents	[View Document](#)
Link for any other relevant information	[View Document](#)

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any

awards received for such green campus initiatives:

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

Response: A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	[View Document](#)
Certification by the auditing agency	[View Document](#)
Any other relevant information	[View Document](#)
Link for any other relevant information	[View Document](#)

7.1.7 The Institution has disabled-friendly, barrier free environment

1. **Built environment with ramps/lifts for easy access to classrooms.**
2. **Divyangjan friendly washrooms**
3. **Signage including tactile path, lights, display boards and signposts**
4. **Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment**
5. **Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

Response: A. Any 4 or all of the above

File Description	Document
Policy documents and information brochures on the support to be provided	[View Document](#)
Geotagged photographs / videos of the facilities	[View Document](#)
Details of the Software procured for providing the assistance	[View Document](#)
Any other relevant information	[View Document](#)
Link for any other relevant information	[View Document](#)

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

The college believes in the "Unity in Diversity". It has implemented several measures to inculcate the spirit of "Unity in Diversity" among the students / staff and provide an inclusive campus in the college.

- The institution provides free access to all the sections of the society irrespective of caste, creed, religion, language etc. It strictly follows the state reservation guideline in appointments and admission procedure to ensure equal opportunities.

- Students from Below Poverty Level (BPL) are granted free admission / fee waiving so that they can pursue higher education without exerting financial burden on their families. The college also promotes several financial assistance/scholarships provided by the Government of India, state governments and others etc. to facilitate access to financial assistance among students.

- The college also provides scholarships to the poor and meritorious students from the Students' Aid Fund of the college, not only to assist them monetarily but also to set a sign of responsibility and concern of the college for the marginalized community of the society.

- The college is fed mostly from vernacular medium schools and the students, who are pursuing different programmes in English medium face linguistic difficulties in understanding the subjects. Hence, the Teachers adopt bi-lingual media (Mother Tongue and English) in teaching learning process. The college has a language lab to assist students in spoken English training. This helps students enhance their academic performance.

- The institution endeavors to inculcate communal harmony and tolerance by organizing various cultural programmes time to time. In an effort to promote and pay respect to different cultures and its union, various events are organized during the celebrations to promote cultural / linguistic and other diversity.

- The college offers Add On Course on 'Folk and Performing Arts' to inculcate the knowledge of *Goalpariya* folk culture.

- Some of the events organized by the college are:
    - Performing *Goalpariya* Folk Song and Folk Dance during celebration of College Foundation Day and Annual College Week.
    - Cultural procession during the celebration of College Foundation Day and Annual College Week.
    - Celebration of Sanskrit Divas by the students and staff of the college.
    - Organizing Ramani Kanta Basu Memorial Quiz Competition among the students on the theme "Know India" – its geography, literature, art, culture, environment, politics, history.
    - Bridal competition among students representing different community.
    - Observation of Saraswati Puja in the campus.
    - Performing *Zikir* Song by the students, a prayer song of the muslim community of Assam.
    - Observation of International Mother Tongue Day, Hindi Divas, International Yoga Day, International Women's Day, International Day of Persons with Disability etc. by the

students and staff of the college.
- Culture exchange programme with the paired state of Assam, i.e. Rajasthan under '*Ek Bharat Shrestha Bharat*' scheme, Govt of India.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View Document](#)
Link for any other relevant information	[View Document](#)

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

Describe the various activities in the Institution for inculcating values for being responsible citizens as reflected in the Constitution of India within 500 words.

Being a site of human resource development, the college has its view and aim not only to provide quality higher education to its students, but at the same time to cultivate efforts to develop them into independent-minded responsible global citizens too. The college organizes activities that sensitize the students and the staff about our constitutional obligations (values, rights, duties and responsibilities as a citizen).

The college observes important commemorative days (National and International) in the campus where all the stakeholders participate spontaneously. Every year, the college cherishes patriotism, sovereignty and democracy by organizing various programmes in connection with the commemoration of Nation's Independence Day, Republic Day, Constitution Day, Voter's Day, Martyr's Day etc.

The college facilitates its students for enrolling in various organizations like National Service Scheme (NSS), National Cadet Corps (NCC) and Bharat Scouts and Guides etc. that foster values of nationalism, patriotism and humanity among the students. The NSS, NCC and Bharat Scouts and Guides of the college arrange various programmes and activities to inculcate constitutional obligations, duties and responsibilities among the students. The college sensitizes and inspires the students regarding their duties to the society, need of Swachchaata and pollution free environment in the society, etc. This is undertaken by adopting awareness programmes in society, schools and villages.

Few of such programmes are as follows:

- The college organizes Drama competition, Patriotic song and dance competition, Poster making competition, students' speech, Debate competition etc. among its students for sensitization on sense of communal harmony and human values.
- The college observes National Voters' Day and sensitizes the students about their voting rights. The first time voters are also acquainted with the process of voting.
- The college observes Anti-tobacco Day, World Environment Day, International Yoga Day etc. to

inculcate the values among the students and staff.

- The college performs Anti-Corruption Rally, Anti-Tobacco Rally, and Rally for Protection of Child from Labour etc. for awareness in the society and general people.
- The college also organizes awareness about the need of cashless transaction to curb corruption from the society.
- The college organizes sensitization of Fundamental Rights, duties, constitutional obligations among its students and also in the society.
- The college organizes mock drills for its students as well as nearby school students to train how to protect human lives and the national property in times of disasters.
- The college conducts elections for the students' council every academic year and forms Student Union by democratically elected student representatives. Such practice not only facilitates the student community to know their rights and responsibilities as a student but also facilitates in developing leadership quality among the students at the institutional level.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	View Document
Link for any other relevant information	View Document

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

1. **The Code of Conduct is displayed on the website**
2. **There is a committee to monitor adherence to the Code of Conduct**
3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
4. **Annual awareness programmes on Code of Conduct are organized**

Response: A. All of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting number of programmes organized reports on the various programs etc in support of the claims	View Document
Code of ethics policy document	View Document
Any other relevant information	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

Being inspired by the Vision and Mission of the college, the institution facilitates in organizing programs in connection with celebration / observation of notable commemorative days of National and International interest. Amidst the hectic academic schedule, every year, the college celebrates such commemorative days / events / festivals with pride and enthusiasm by involving all the staff members, governing body members and the students of the institution.

The aim and objective of observing / celebrating such commemorative days by the institution is to inculcate values and morals, duties and responsibilities; inspiration for the holistic development and empowerment of students to become a responsible global citizen. While celebrating the commemorative days, the institution organizes different activities and competitions like quiz competition, speech competition, song and dance competition, staging of drama, poster presentation and model competition etc. related to the event to be observed. The institute believes that such type of activity will not only attract the students' attention and interest in learning about the history and background of the very Day but also develop confidence, leadership quality and skill in speaking in public etc.

The commemorative days celebrated / observed by the institute are enlisted as under:

National Commemorative days:

1. National Youth Day (12th January)
2. National Science Day
3. Republic Day
4. Independence Day
5. Gandhi Jayanthi
6. Librarian's Day
7. College Foundation Day
8. Sanskrit Day
9. National Voter's Day
10. National Sports Day
11. Constitutional Day
12. Birth Anniversary of Netaji Subhash Chandra Bose
13. Birth Anniversary of Rabindranath Tagore
14. Birth Anniversary of Bishnuprashad Rabha
15. Anti Tobacco day
16. National Statistics Day
17. Rashtriya Ekta Divas
18. National Pollution Control Day
19. Bachan Prerana Divas

International Commemorative days:

1. International Women's Day
2. International Yoga Day
3. World Environment Day
4. World Day of Social Justice
5. International Mother Language Day

6. World Food Safety Day
7. World Day against Child Labour
8. Ozone Day
9. World Wetland Day
10. World Cancer Day
11. World Wildlife Day
12. International Day of Persons with Disability
13. World Philosophy Day

File Description	Document
Link for any other relevant information	[View Document](#)
Link for Annual report of the celebrations and commemorative events for the last five years	[View Document](#)
Link for Geotagged photographs of some of the events	[View Document](#)

7.2 Best Practices

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

Response:

Best Practice : I

1. Title of the Practice: Gender Equity: A step towards a Better Society

2. Objectives of the Practice:

B N College believes in the simultaneous development and progress of all the genders: male, female as well as third gender, which is of utmost importance for inclusiveness and the overall development of the institute as well as the society.

- The objective or intended outcome of the practice is to ensure sensitization for all in the campus on gender-identity issues and its inclusion in all aspects.
- Also to facilitate equal access and opportunity to all the stakeholders irrespective of their gender in learning and exposure to develop individually as well as socially in order to contribute to the nation building.

3. The Context:

- Females are lagging behind in education in the region. The female literacy rate of the district is very

low (53.33%) in comparison with the national (70.3%) and state rate (66.27%) (Census 2011). The higher education institutions in the region face impediments to increase Female Enrollment in the region. In view of the current situation of the district, the college tries to provide every opportunity to all the genders in the campus.

- In the context of the prevailing feeling of insecurity and discrimination in the society and the workplaces by genders, especially the Females and Transgender, the college endeavors to set examples by its positive actions and gestures in the campus rather than to show repentance and condemnation only for any such social biasness and injustice.

4. The Practice:

- B N College is open for all genders and thus offering options to all the Genders (Male/Female/Transgender) in the students' Admission form.
- The college has a Gender Sensitization Action Plan to guide in implementing the gender equity practice in every stratum in the campus.

- Constitution and active working of social units of the college namely, Women Forum, Women Cell of BNCTA for taking up "Gender Equity" and "Right to Life with Dignity and Equal Opportunity" promotional programmes and awareness through various programmes on the cross-cutting issues.

- Constitution and active working of Anti Sexual Harassment Committee, Anti Ragging Committee, Grievance Redressal Cell to ensure the campus environment is free from violence and discrimination.
- Signing MoU with Counselor for undertaking counseling sessions and for mitigating mental issues; appointing lady doctor to address the female related health consultation.

- To ensure equal opportunity to all irrespective of gender in the college campus, encouragement to live with dignity and contribute to the institute as well as in the nation building in a broad sense, the college organizes yearlong continuity of awareness programmes on gender equity and women empowerment in the campus and beyond.
- Ensuring infrastructural facilities, safety and security, menstrual hygiene by sanitary napkin auto vending facility inside the campus.
- The women forum of the college conducts periodic audit of Female Safety in the campus by way of Students survey, analyze it to recommend appropriate measure to the Governing Authority.
- The college has active Memorandums of Understanding with Nehru Yuva Kendra Sangathan (NYKS), *Mahila Samata Society, Samagra Shiksha,* Dhubri, Assam, Pathikrit-an NGO, Assam to jointly carry out activities related to social problems like Child Marriage, Sexual Harassment, Domestic Violence, Dowry Process etc.
- Undertakes Gender audit every 5 years to identify and understand gender patterns within their composition, structures, processes and appropriate planning to design and deliver policies and services thereto.
- Besides dealing with the gender related cross cutting issues incorporated in the Affiliating University Syllabus, the college offers Add on courses on "Human Rights" and "Women in Leadership" to sensitize and practice gender equality among the students (Doc Add on course).
- To extend the concept of Gender equity in the community, B N College undertook 'Women Literacy Programme' in one of the adopted villages.

Constraints:

- The college being a Government Provincialized institution, it is bound to follow the government rules and regulations in the process of admission and appointments, where preference to a particular gender is not applicable. However, the institution has the 'Gender Sensitization Action Plan' authorizing the administration to confer leadership duty to the students as well as staffs irrespective of their gender.

5. Evidence of Success:

- Female student enrolment data of last five years show gradual increase in female enrolment [Academic session: 2016-2017, Male = 62.67%, Female = 32.33%; Academic session: 2020-2021, Male = 56.27%, Female = 43.73%].
- Staff position (Non-Teaching staff), last five years show gradual increase in female appointment [Academic session: 2016-2017, Male: 84.61%, Female: 15.38%; Academic session: 2020-2021, Male: 79.16%, Female: 17.39%]
- Staff position (Teaching staff), last five years show gradual increase in female appointment [Academic session: 2016-2017, Male: 72.13%, Female: 27.87%; Academic session: 2020-2021, Male: 69.23%, Female: 30.67%
- The female student enrolment increased from 10 (year: 2016-2017) to 17 (year: 2020-2021) in the college NCC Platoon. Similar trend of achievement is observabed in NSS enrolment, where number of female enrolment is gradually increased from 47 in 2016-2017 to 56 in 2020-2021.
- Our students are highly conscious and take initiatives to aware their peers in Anti-Sextual harassment and Anti-ragging activities by wall paintings
- To expand the Gender equity initiative beyond the campus, a 'Women Literacy Programme' has been undertaken in one of the adopted villages. The attempt could increase the literacy rate of the village to the mark of 72.14% from the erstwhile 61.4%.

6. Problems Encountered and Resources Required:

- Female staff position cannot be increased due to limitations in appointment guideline. The placement guideline does not permit preference of appointment on the basis of gender.
- Admission process of the college is strictly on merit and does not have any criteria of female preference or reservation.
- Shortage of Resources to increase the number of hostel accommodations for both the genders in the college.

Best Practice : II

1. Title of the Practice: Information and Communication Technology (ICT) in Teaching and Learning with Special Reference to Learning Management System (LMS)

2. **Objectives of the Practice:**

- To make the teaching and learning process more accessible and student-centric.
- To facilitate round the clock (24 x 7) teaching and learning through blended mode i.e. physical/offline and online systems in the college.
- To encourage use of information and communication technology in teaching and learning process

thereby reducing digital gap among the students.

- To encourage students to minimise the use of paper thereby reducing the Carbon Footprint.

3. The Context:

B. N. College, Dhubri is located in a semi-urban area of Dhubri – an aspirational district as per the NITI Ayog in Assam. It is a peripheral district with low literacy rate (58.3% against state average 73.18% and national average 74%, **Census Report 2011**), poor socio-economic conditions, inadequate infrastructure and communication facilities and so on. The college attracts most of its students from surrounding villages and riverine areas of Dhubri and the neighboring districts and states. Access to high speed internet is a major challenge before the College in implementing the learning management portal.

4. The Practice

By adopting various means, college strengthen the use of ICT in teaching-learning process, which are highlighted below,

- Up-gradation of college website by increasing hosting capacity of the server in order to maximize the uploading of data.
- Increase of lease line bandwidth from 4 mbps to 12 mbps and additional 200 mbps bandwidth of broadband connection and establishment of MoU with service provider.
- 30 nos of classrooms with LCD projectors, wi-fi facilities
- Use of 'G-Suite', 'Easy Class' in teaching-learning process
- Establishment of Video-Conferencing Room for remote classes with experts of various fields
- Establishment of 'Online E-Language Cum Multimedia Lab'
- Procurement of N-List provided by INFLIBNET and DELNET for online access of resources and World E-Book Library to access E-books online
- Establishment of D-Space (cloud based institutional digital repository) for online access of resources including study materials.
- Development of 'B N College Learning Management System (LMS)' in teaching-learning process.

The LMS is a fully functional portal used by faculty members and students of the college. All users have their individual registered ID to login into the portal. The faculty members regularly upload study materials in the form of class notes/soft copies/videos etc. The faculty members have also conducted internal evaluations through the portal to make teaching-learning process more engaging and interactive. The students have full access to the portal which enables them to download, make notes, listen to the video classes and so on. An orientation programme on – **How to use Learning Management System** has also been organized by college in order to guide the faculty members in uploading study materials. In addition, an instructional video on **How to use Learning Management System** has also been circulated among the students to train them in using the portal conveniently.

Uniqueness in the context of Indian higher education

ICT has become imperative in the higher education system across the globe. Use of scientific tools and equipments in teaching and learning process motivate/encourage students to a great extent unlike traditional methods of teaching. Therefore, it is prudent for students of a peripheral district like Dhubri to cope up with changing pattern of teaching and learning process.

Keeping this in mind, college has initiated to impart education through the use ICT along with conventional teaching methods. Apart from using available resources from different vendors, the college has developed its own LMS, which is a tailor-made portal as per the requirement of the stakeholders.

Constrains/limitations

- A section of the students do not have access to android mobile handset/ laptop/computer as they are from economically challenged sections of the society.
- Higher cost of bandwidth.
- In some of the adjoining areas of the college, penetration of internet facility is not up to the mark.

5. Evidence of Success:

- Not less than 95% of the students registered in the portal and actively using it.
- Optimum use of the portal in uploading and downloading of study materials (video -379 and soft copy or class note – 4023).
- During the Covid-19 induced pandemic while the online mode of teaching and learning process was the only option available; the online portal as well as the G-Suite and Zoom platform have extensively been used by the faculty members and the students to continue the teaching and learning process without interruption.
- Optimum use of the portal will help to reduce digital divide.
- Organising webinars through G-suite and Zoom platform provide exposure to the students to interact with resource persons of various national and international level.
- In order to evaluate the extent of success of the use of ICT along with LMS in the teaching-learning process of the college, feedback from the students has been collected and analysed. The analysis indicates that almost 87% of students find it helpful in their studies while using ICT in the classrooms and 61% of students regularly use the facilities of LMS.

6. Problems Encountered and Resources Required:

Problems Encountered

- Low bandwidth problem or poor internet facility
- Need to strengthen technical knowledge of the teachers and the students

Resources Required

- In order to make the learning management portal fully functional, a Memorandum of Understanding (MoU) has been signed with a service provider – Jeet Tech, Assam.

- Maintenance and upgradation of the portal from time to time is done by the Jeet Tech, Assam in the following ways -
  - Domain and hosting renewal
  - Time to time feature update
  - Penetrating XSS, SQL injection testing in every 30 days
  - Malicious or malware checking in every 15 days
  - Enhancing bandwidth (depends on site traffic)
  - Keep backup in every 30 days

- Apart from these, regular technical supports required by the stakeholders are also addressed by the service provider.

File Description	Document
Link for Best practices in the Institutional web site	**View Document**
Link for any other relevant information	**View Document**

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

"Student Centric Culture in the institution"

B.N. College, Dhubri is situated in an inspirational district bordering Bangladesh. Since its inception in 1946, college has been providing quality education to its students in accordance with its vision and mission with an aim "to provide quality higher education with an attempt to **inspire, prepare and empower students** of its catchment area to succeed in a changing world". To attain the vision, college has been striving since its inception. College believes that students need to be inspired by providing exposure, accessibility, physical facility etc. for their proper academic and personal development. During its journey, college has successfully developed the institution in various arenas for the benefit of its student wealth.

Student Centric culture is the distinctiveness of the college. College is committed to a culture of quality enhancement through a continuous process in all its endeavours for benefit of students. Following are the arenas of Student Centric culture that makes it distinctive.

- College follows **Outcome based educational practice** and evaluation of Learning Outcome/Course Outcome by holding periodic Quizzing/Seminar/Internal Assessment etc.
- College has an academic tracking system through **Diagnostic Test** for fresher conducted after one month of onset of regular classes and two numbers of Mid-Term Tests in preceding two consecutive years of undergraduate learning, so that each student's learning outcome and level of understanding can be identified and appropriate steps can be taken by respective departments.
- College provides **ICT Based teaching-learning** (through B N College Learning Management System/Online Resource/DELNET/INFLIBNET/Language Lab, etc) to its students for easy and effective teaching-learning process.
- College has **Linkages and MoUs** with reputed Institutions/Farms to provide exposure to students with Academicians from reputed Higher Educational Institutions and Industries.
- College presently offers 37 numbers of **Add On Courses** on various issues/areas for the students enrolled in Under Graduate Courses.

- College tries to provide **adequate infrastructure** to facilitate students for effective learning environment. (ICT based Class room, library, common rooms, hostel, gymnasium, Play Ground (Outdoor, Indoor) etc.

- Faculties are allotted with certain numbers of students for their **mentoring** until they pass out from the institute. The Mentor–Mentee ratio is well balanced.

- Apart from mentoring by the faculties, college also arranges need based **Counseling** by Professional Counsellor for students who seek counselling. Both Online and Offline/Physical Counselling Sessions are organized time to time.

- College has a **Career Counselling and Placement Cell** to aware students of different avenues of career and placement field, entrepreneurship skills, and organising motivational programme to become an entrepreneur. The cell organises training and coaching classes to improve different soft skills, employability and communication skills with the help of the experts. The cell initiated coaching for entrance examination of various higher educational institutions. The cell also arranges Job Hut to provide job offers to the final year students.

- College has become a part of National Innovation and Start up mission of Govt. of India on May, 2020. Accordingly, **Institutional Innovation Council** has been set up in the college with a vision to create an ecosystem of innovation in college campus and inculcate the idea of entrepreneurship among students and faculty members.

- To nurture the creativity of the students and to encourage interest/knowledge about various aspects of human resource management, college has established various **students' clubs**, namely, Drama, Dance, Music, Debate, Electronic, Literary, Photography, Quiz, Sports, Creative Writing, Art and Drawing, Mathematics and Electoral Literacy Club. Club activities are undertaken by the charge ship of faculty members and staff. Besides, all the clubs also have a student Group leader.

- College encourages students to inculcate **green value** under Environment and Climate Cell (sponsored by Assam Science Technology and Environment Council (ASTEC), Department of Science and Technology (DST), Government of Assam, established in the campus.

- College inculcates values of **national unity and integration** by the involvement of NCC, NSS, Scouts and Guides and other cells and forum. Students undertake extension activities to inculcate social inclusion and responsibilities.

- **SNT Library** of the college is partially automated which uses i**ntegrated library Management System (SOUL)**. SOUL Software have modules namely, shelf management, library stock verification, library membership, membership login, issue item, return item, etc. This software also provides facility to create/view/print records of accession register, subscription list, transaction report, membership reports etc. A separate Digital section is available for accessing digital resources/institutional repository through DSpace. Access to online resources (remote access) such as, N-LIST, DELNET, World Ebook Library are available in the library. The library has also parched some E-books from Art & Science Academic Publications (ASAP) available only within the college campus.

- Keeping in mind the physical fitness of the students, College provides **fully equipped Gymnasium** with modern equipments. In addition, a fitness corner is available in the girls common room.

- College believes that participation in sports and cultural activities is of utmost importance for all-around development of the students. In the last five year, more than 100 different programme/events are organised, where a good number of students took part

- College has 15 **well-equipped laboratories** under various departments. The Chemistry laboratory is recognized for Ph.D. programs under Gauhati University. There are five computer laboratories with LAN and internet facilities. The research lab of DBT funded institutional bio-tech hub is equipped with sophisticated research equipments.

- As the major bulk of the students including girl students come from neighboring villages, hence

college has **well-structured girls' hostels and a boys' hostel** with required amenities.

- **C**ollege provides assistance in getting **G**overnment **Scholarships and Freeships** to the students. In the last five years, college has helped 6854 number of students in getting scholarship/freeships of central and/or State govt. Besides, college has taken initiatives to provide scholarship under Students Aid Fund from the college fund.
- College provides **Insurance coverage to all students on roll**.
- Students are provided with **Basic Health Facility** in the campus.
- College felicitates the **best graduate** in end-semester University examination every year to encourage and motivate the students. Besides, the **best reader** of the year is also felicitated to encourage and motivate the students to be a regular reader of central library.

File Description	Document
Link for appropriate web in the Institutional website	[View Document](#)
Link for any other relevant information	[View Document](#)

5. CONCLUSION

Additional Information :

Some important achievements of the college are highlighted below,

- Gradual increment of the enrolment of girl students during the last five years (UG: 32.3 % in 2016-2017 to 43.7% in 2020-2021; PG: 65.4% in 2016-2017 to 77.9% in 2020-2021).
- During the last five academic years, 13 students got rank (1st/2nd/3rd) in the final semester university examinations.
- A good number of students could clear B and C certificate examinations.
- College received *Certificate of Appreciation* for adopting four schools under the Organic Linkage Scheme of Government of Assam for the session 2016-2017.
- College was graded 'A' by the Department of Biotechnology, Govt. of India under STAR College Scheme in 2020-2021.
- The Institutional Innovation Council of the college was awarded 3 STAR by the Ministry of Education, Govt. of India in 2020-2021.
- College is also running 10+2 level (Arts & Science) having 444 students. It's a matter of pride for all of us that, in 2020, Ms. Abanti Roy, a HS student of Arts Stream secured 7th rank in the state in Higher Secondary Final Exam conducted by Assam Higher Secondary Council.
- The college is also running the Study Centre of Institute of Distance and Open Learning under Gauhati University in various PG Programme.

Concluding Remarks :

With consistent guidance and support of the Governing Body, B. N. College, Dhubri; the IQAC of the college has prepared the Self Study Report (SSR) for the 4th cycle. The convenors and members of various committees, heads of various departments, office staff and students of the college have extended their full cooperation and support in the successful compilation of the report.

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6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
3.2.2	**Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years** 3.2.2.1. **Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years** Answer before DVV Verification: <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>24</td><td>3</td><td>5</td><td>2</td><td>3</td></tr></table> Answer After DVV Verification : <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>13</td><td>2</td><td>4</td><td>1</td><td>0</td></tr></table> Remark : workshops/seminars relevant to the metric have been considered .
3.4.4	**Average percentage of students participating in extension activities at 3.4.3. above during last five years** 3.4.4.1. **Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years** Answer before DVV Verification: <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>368</td><td>466</td><td>289</td><td>50</td><td>634</td></tr></table> Answer After DVV Verification : <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>321</td><td>165</td><td>22</td><td>0</td><td>304</td></tr></table> Remark : extension activities conducted outside the campus have been considered
3.5.1	**Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year** 3.5.1.1. **Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years** Answer before DVV Verification: <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr></table>

25	30	17	9	2

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
10	20	10	9	2

Remark : HEI has mentioned most of the Faculty Exchange programs , where actually exchange has to be form both the colleges , numbers have been chagned accordingly

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3.5.2 — **Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years**

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
15	8	6	1	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
11	7	5	1	0

Remark : Only MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. have been considered

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5.1.4 — **Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years**

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
475	330	206	199	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
85	312	142	0	0

Remark : Only guidance programs for competitive examinations and career counselling have been considered

5.3.1	**Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.**
	5.3.1.1. **Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	14	12	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	9	9	0

Remark : Repetition of same student in the same year has been excluded

2.Extended Profile Deviations

ID	Extended Questions
1.3	**Number of outgoing / final year students year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
676	706	687	658	542

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
665	668	807	709	536

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