



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		B. H. COLLEGE
Name of the head of the Institution		Dr. Bhushan Chandra Pathak
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		+919435513424
Mobile no.		9435513261
Registered Email		bhcollege1966@gmail.com
Alternate Email		iqacbhcollege@gmail.com
Address		P.O. Howly
City/Town		Howly
State/UT		Assam
Pincode		781316
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr. Sultan Ali Ahmed
Phone no/Alternate Phone no.	+919435513261
Mobile no.	9435513424
Registered Email	iqacbhcollege@gmail.com
Alternate Email	bhcollege1966@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.bhcollege.ac.in/docs/AQAR_2018-19.pdf
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4. Whether Academic Calendar prepared during the year

Yes

if yes, whether it is uploaded in the institutional website:
Weblink :

http://www.bhcollege.ac.in/docs/Academics%20Calender_2019-20.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B++	79.85	2004	08-Jan-2004	07-Jan-2011
2	A	3.11	2016	25-May-2016	24-May-2021

6. Date of Establishment of IQAC

12-Dec-2002

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Refer to the file uploaded	01-Oct-2020 0	0

[View File](#)

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	Library Books	Assam Govt. (DHE)	2019 365	196142
Institution	Girls' Common Room Facilities	Assam Govt. (DHE)	2019 365	100000
Institution	Laboratory Equipment	Assam Govt. (DHE)	2019 365	240000
Faculty	ICSSR-0877	ICSSR	2019 365	400000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

Preparation of the College Prospectus highlighting the achievements of the college and the students.

Preparation of the Academic Calendar of the college in conformity with that of the parent university

Ensuring the academic quality by means of getting feedback from students, alumni and parents.

IQAC coordinated in arrangement of online classes with concerned Department Heads at the height of COVID-19 pandemic to ensure the completion of syllabus on time.

IQAC accommodated the Examination Branch with safe and sanitised space for uploading of internal marks of UG courses while pandemic was at full swing and during which the institution was designated as a quarantine centre by the district administration.

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

Plan of Action	Achievements/Outcomes
6. Proposal for formation of CBCS committee.	6. A CBCS committee was formed in order for smooth transition into CBCS courses.
7. Proposal for renovation of college auditorium.	7. The work was started and was on course for completion on time but halted due to COVID-19 pandemic at the later stage.
8. Proposal for publication of a scholarly book on Dr. Banikanta Kakati and a translated work of a departed teacher.	8. The necessary steps were taken and the process of collection of articles from various scholars was initiated.
9. Proposed to promote cultural and literary activities among the students.	9. Participation and success in GU youth festival and other national events.
10. Proposal to publish a commemorative volume on late S.N. Das, founder Principal who uplifted this college towards excellence.	10. A commemorative volume on Late S.N. Das, Founder Principal was published.
1. Proposed for swift completion of new building for Girls' Hostel.	1. The work was started and was on course for completion on time but halted due to COVID19 pandemic at the later stage.
2. All the departments of the college are requested to bring out wall magazines with the financial support of the college authority.	2. Most of the departments brought out colourful wall magazines.
3. Proposal for the establishment of a large computer laboratory to accommodate large number of students	3. The work was started and was on course for completion on time but halted due to COVID-19 pandemic at the later stage.
4. Proposal for the construction of new classrooms to cater to ever increasing number of students.	4. Four (04) classrooms were constructed during the session.
5. Proposal for the purchase of sporting equipments for the indoor stadium.	5. Necessary sporting equipments were purchased.

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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">Name of Statutory Body</th> <th style="width: 50%; text-align: center;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">B.H. College Governing Body</td> <td style="text-align: center;">14-Dec-2020</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	B.H. College Governing Body	14-Dec-2020
Name of Statutory Body	Meeting Date				
B.H. College Governing Body	14-Dec-2020				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2020				
Date of Submission	28-Feb-2020				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>The institution has a capable Management Information System with substantial modules operational for smooth functioning albeit lacking a few nonessential modules which are still dependent on old conventional methods of maintaining registers to supplement the existing Management Information System. The module for Online Admission System has ensured systematic storage by enabling proper collection and organisation of data. In addition to the aforementioned, it has catered to students by providing them the ease of application for admission and freeing them from the hassle and nuisance of maintaining obnoxiously long queues. The Online Admission System has provided the Office staff and Faculties with easy access to student's profile and data such as courses taken to ascertain strength for a particular course as well as assisted in finding out students eligible for scholarships etc. There is a functioning module for student's id generation which provides each admitted students with a unique id in order to differentiate students instead of using the rudimentary and time consuming effort of sifting them individually. In addition to above mentioned modules, the Examination Mark Entry System has provided great</p>				

assistance in record keeping of evaluation process conducted by the institution. This module ensures that the evaluation process is systematic and the data of such process is readily available and preserved in digital form in case of loss of hard copies due to natural elements. The module for Accounts Management System records all the financial transaction of the institution. This module is responsible for storing information of financial nature and provides access to the accountant as well as auditors for auditing. A new module for Online Feedback Analysis System was introduced for ease in collection of feedback from the students to ensure the feedback are collected on time and the data so collected are properly organised. Another module was added during this session to maintain data on employee leaves. The Employee Leave Management System records data pertaining to leaves taken by employees.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The curriculum as laid down by the Gauhati University is rigorously discussed among the different streams and their faculties in inter-departmental and intra-departmental meetings. These discussions enable in planning the numbers of classes and allocation of those classes among faculty members according to their expertise and experience. This planning is undertaken after careful consideration of the vision/mission of the institution, aims and objectives of the curriculum, learning experiences desired for the students and evaluation of the curriculum program. All the class routines are prepared adhering to the existing regulations as well as ample time is given to students for their co-curricular and extra co-curricular activities. The class distribution among the faculties are undertaken after considering their area of specialisation as well as experience in that specific subject in order to impart impeccable wisdom for students' learning. All the faculties focus their efforts while imparting knowledge, on learning skills and invoke curiosity in order to enable creativity among students. This is achieved through proper development of lesson plans and revision of the same from time to time. Lesson plans are implemented through proper use of Teaching/Learning Material (TLM). Six (06) classrooms are equipped with overhead projectors and audio systems for immersive learning experience. Institution has fifteen (15) laboratories to gain practical knowledge as well as skills. Every department has been issued a laptop for developing power point presentations as part of lesson plans which enable teachers to use captivating slides warranting attention of students as well as to effectively and efficiently use the class hours. In conjunction with aforementioned tools are maintained as well such as students' register for each

class in order to gauge the attendance and their desire to attend classes. Teachers' activities register the number of classes taken and coverage of the syllabus at a certain point of time. Each department has well maintained library in addition to college library to provide text books for students. Since the CBCS courses have been introduced from this session, the Academic Cell and CBCS Committee, after careful discussion with all the departments devised a plan for the smooth implementation and transition in to CBCS courses. The course subjects and class loads are divided in such a way to ensure quality of teaching.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	Nil	Nil	0	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	N/A	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Hons.	01/07/2019
BCom	Hons.	01/07/2019
BSc	Hons.	01/07/2019
BBA	Nil	01/07/2019
MCom	Nil	01/07/2019
MA	Assamese	01/07/2019
MA	Education	01/07/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Nil	Nil	0
No file uploaded.		

1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nil	Nil	0
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

Every year an effort is made to receive feedback from all the students of the institution. The IQAC undertakes this effort by employing a 4-Point and Dichotomous questionnaire with easy to comprehend language. These feedbacks are collected informally and anonymity is given to respondents in order to ensure their feedback is free from intimidation or coercion. The questionnaire employed covers all the facets of provision for holistic learning in this fast paced dynamic world, such as Students' profile (Age, Sex, Course), feedback on teachers, feedback on the infrastructure, feedback on the syllabus and feedback on the extra co-curricular activities. The collected data is then fed to SPSS software which enables IQAC in analysing the students' profile. 'Chi-square' test is applied to various feedback questions relating to 'Teachers', 'Syllabus', 'Infrastructure' and 'Extra Co-Curricular activities' to check whether the students' responses are statistically significant. The finding of the analysis is then discussed in meetings conducted by IQAC with faculties of streams in presence of the Head of the institution. The shortcomings of the institution are discussed in-depth covering all the facets. This discussion is undertaken with an objective to identify the underlying problems which led to the shortcomings. These problems are thereby segregated in to short, medium and long term goals with suggested solutions and road map to achieve them. Any shortcomings in teaching are addressed intra-departmentally and teachers are often rotated by assignment of different subjects in order to combat fatigue and boredom and invoke vigour, enthusiasm and a sense of challenge to ensure that all teachers are at their sharpest.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MCom	First Semester	70	141	41
MA	Assamese First Semester	20	53	15
MA	Education First Semester	20	126	20
BSc	Hons. First Semester	250	735	283
BCom	Hons. First Semester	300	893	333

BA	Hons. First Semester	400	1309	431
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	2633	185	34	7	33

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
100	19	Null	4	0	Null
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Students Mentoring System has been prevalent ever since the inception of the Institution for the holistic development of the students. Since 2014-15 the institution has a formal mentoring system for UG and PG course students. Under this system, students of a particular class are divided into some groups in equal ratio and each group is assigned to a teacher of the department for mentoring tutorial classes. Faculties of the institution have a firm belief that their duties and responsibilities are not limited to offer the knowledge of the curriculum but extend to sharing their wisdom with the students in order to guide them to be a compassionate and capable human being in addition to making them equipped with challenges of modern day academic and career demands. The faculty entrusted with mentoring tasks, of who were technologically up to date made WhatsApp/Discord groups for discussion and dissemination of course related pdf files. The faculties take out their valuable time to provide guidance on non-curricular related queries of students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2818	65	1 : 43

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
71	65	6	0	33

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
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Nil	Nil	Nil	Nil
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	Nil	Semester	21/10/2020	30/11/2020
BCom	Nil	Semester	15/10/2020	30/11/2020
BSc	Nil	Semester	21/11/2020	30/11/2020
MCom	Nil	Semester	15/10/2020	09/02/2021
No file uploaded.				

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

The Continuous Internal Evaluation (CIE) system is reformed at areas wherever there is room for improvement while adhering to the existing guidelines of Gauhati University. The institution conducts internal (sessional) exams under monitoring and management of Examination Board of the college simultaneously for all the departments of the college. Internal evaluation for the year 2019-20 was completed with sessional exams along with monthly departmental assignments as well as group discussions which carried marks. Thus the structure of Continuous Internal Evaluation system consisted of the marks from the sessional exams and departmental assignments/group discussions with an emphasis on class attendance as well.

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

The academic calendar is prepared at the beginning of every year as soon as Gauhati University provides the institution with the academic calendar prepared by them. The academic calendar is prepared by accommodating the learning needs of the students with ample time given for extra co-curricular activities as well. The academic calendar then dictates the formation of class routines as well as the pacing of the individual classes. For the year 2019-20, faculties finished their syllabus on time to prepare the students for the exams as well as students had ample opportunities for co-curricular and leisure activities. Conduct of examinations was in accordance with the routine and guidelines set by the Gauhati University. The Examination Board conducted the examinations in accordance with the rules and regulations of the Gauhati University without any hindrances. The Examination Board made necessary arrangements for submission of exam answer scripts of students who were unable to submit the same online.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

No Data Entered/Not Applicable !!!

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the	Number of students passed in final year	Pass Percentage

			final year examination	examination	
Nil	BA	Hons.	310	275	88.71
Nil	BCom	Hons.	198	148	74.74
Nil	BSc	Hons.	182	108	59.34
Nil	MCom	Nil	72	55	76.39
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.bhcollege.ac.in/docs/SSS%20report.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	365	ICSSR	400000	400000
No file uploaded.				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Nil	Nil	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nil	Nil
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Not applicable	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Assamese	1	Nil
National	Physics	1	Nil
National	Commerce	1	Nil
International	Economics	2	Nil
International	Mathematics	4	Nil
International	Statistics	1	Nil
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Arabic	2
Physics	1
Hindi	2
English	1
Economics	1
Finance	2
Accountancy	4
Assamese	1
Bengali	2
Statistics	1
No file uploaded.	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	Nil	Nil	0	Nil	Nil
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nil	0	0	Nil
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Semi	0	12	1	0

nars/Workshops				
Presented papers	6	3	1	1
No file uploaded.				

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Celebration of Independence Day	NCC	3	187
Swachh Bharat Abhijan (17/07/2019)	NCC	1	71
Swachh Bharat Abhijan (16/08/2019)	NCC	1	68
Swachh Bharat Abhijan (18/09/2019)	NCC	1	76
No file uploaded.			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	Nil	Nil	0
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Nil	Nil	Nil	0	0
No file uploaded.				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Not applicable	Not applicable	Not applicable	0
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry	Duration From	Duration To	Participant

		/research lab with contact details			
Not applicable	Not applicable	Not applicable	Nil	Nil	0
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Nil	Nil	Nil	0
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
6900000	4443666

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Newly Added
Campus Area	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL 2.0	Partially	2.0	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	46404	Nil	134	102039	46538	102039
Reference Books	1235	Nil	Nil	Nil	1235	Nil
Others(s pecify)	20	Nil	Nil	Nil	20	Nil
No file uploaded.						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under

Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	53	12	26	8	8	14	20	0	0
Added	0	0	0	0	0	0	0	0	0
Total	53	12	26	8	8	14	20	0	0

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

70 MBPS/ GBPS

4.3.3 – Facility for e-content

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

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
2445000	1128261	1110000	1113920

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

There exists appropriate mechanism for the maintenance and utilization of physical, academic and support facilities like laboratories, library, sports complex, computers, classrooms etc. There are employees in the college who are given specific assignments for the upkeep of the laboratories. Each year, the necessary ingredients and materials for the laboratories are procured by the concerned departments. Students are informed of the laboratory facilities through notifications and classroom interactions. The Library Management Committee, which includes student members as well, oversees the maintenance and utilization of library facilities. Students are informed of the facilities through the library orientation classes and relevant bill boards kept in the library. The books are purchased by the concerned departments and then deposited in the central library. The Sports Cell of the college along with the Physical Instructor of college maintains and utilizes the sports facilities. There is budgetary provision for the purchase of sports goods from time to time. Similarly there are assigned employees in the college for the physical upkeep and maintenance of the classrooms and computers. Students are informed

of these facilities through notices, notice boards and other notifications issued from time to time.

<http://www.bhcollege.ac.in/policies.aspx>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Students' Welfare Fund	3	11000
Financial Support from Other Sources			
a) National	NA	0	0
b) International	NA	0	0
View File			

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Nil	Nil	0	Nil
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nil	Nil	0	0	0	0
No file uploaded.					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
3	2	20

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	0	0	Nil	0	0
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2020	Nil	Kindly refer to the uploaded file	Kindly refer to the uploaded file	Kindly refer to the uploaded file	Kindly refer to the uploaded file
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nil	0
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Various Sports and Cultural competitions were held during the College week 2020	Both UG and PG	562
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	3rd prize in National Poster Making Competition organised by Sri Lal Nath Hindu College, Rohtak, Haryana (20/06/2020)	National	Nil	1	U2003611 192396	Yugasnata Sarma
No file uploaded.						

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

B.H. College Students' Council is formed every year through the direct election system. The Lyngdoh Committee recommendations are followed while conducting the election of Students' Council. Various initiatives are taken throughout the year to conduct numerous programs by the council. The Annual Fresher's Social, Lecture programs, Debate and Quiz competitions, Literary competitions and functions, Musical functions, Sports Tournament etc are organised under the

initiative of the council. And in conjunction with the aforementioned council organised Health Check-up camps, Green awareness, and Felicitation of Distinguished students. There is representation of students in various academic/administrative bodies of the college. The IQAC has two student members the Library Management Committee has four (04) student members. The President and General Secy. of the B.H. College Students' Council are usually given representation in the Disaster Management Cell, Gender Sensitisation Committee against Sexual Harassment, Grievance Redressal Cell, Anti-Ragging Committee, Canteen Management Committee, the Editorial Board of the B.H. College Magazine and College Election Committee. Whenever the meetings of these cells and committee are held, the student members are invited they are encouraged to express their views and opinions without favour or fear. It has been observed that the student's often share valuable suggestions on crucial matters and their views are given due to recognition and weight age. The college follows this practice.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The Institution's organisational structure adheres to the Assam Provincialisation Act and regulations of UGC. Although some decisions cannot be delegated to lower level of hierarchy due to necessary obligations, the institution follows high form of decentralisation on all possible aspects of administrative and academic decision making. There is healthy distinction between the authority and responsibility of the Governing Body and Head of the institution. The authority bestowed upon the Head of the institution is delegated to lower hierarchy wherever possible. To highlight just two practices of decentralisation and participative management would make the collective effort of stakeholders go amiss. In administrative functions, cells/committees such as IQAC, Planning Board, Grievance Redressal Cell to name a few exercised a great level of flexibility in functioning. The Co-ordinator and members of such cell took initiative and addressed their duties/ responsibilities without the command of the Head of the institution albeit always seek consent upon the completion of the work in order to not desecrate the sanctity of chain of command. This practice ensured that time was used effectively and efficiently and avoid lapse in work. In addition to such duties/responsibilities the members of the mentioned cells/committees depute services of other faculty members whenever needed and possible to ensure smooth functioning. In academic functions the committees/cells such as Examination Board, Academic committee, Library Management Committee, the co-ordinators, secretary and members followed

great sense of commitment and went above and beyond in completing task at hand. To ensure work was done on time the members/secretary put in extra hours on top of their obligatory duties. The Examination Board, its secretary and members worked during the height of Covid-19 pandemic on site to ensure that internal assessment marks were uploaded to the university portal on time. The Academic Committee in conjunction with the IQAC and Departmental Heads coordinated arrangement of online classes during the pandemic.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The institution has no scope to adopt any strategy for the quality improvement in curriculum development as the institution is an affiliated college and it mainly follows the curriculum prepared by the affiliating university.
Industry Interaction / Collaboration	The institution is engaged in negotiations with various industries for formal collaboration.
Human Resource Management	The quality improvement strategies adopted for human resource management include the choice of competent persons for various positions for the smooth running of the institutions. While assigning any duty to a faculty member, the determining criteria are efficiency, sincerity and dedication. These faculty members are assigned as Co-ordinators for various cells/committees. The faculties were also encouraged to participate in faculty development programmes and workshops for the development of their capabilities and enable career growth which ensures satisfaction.
Library, ICT and Physical Infrastructure / Instrumentation	The quality improvement strategies for library, ICT and Physical infrastructure include the initiating of the process of digitisation of the college library, annual budget allocation for the procurement of books, the purchase of the books through the concerned departments, the purchase of laboratory materials for the science laboratories, the maintenance and improvement in the ICT facilities in the college.
Research and Development	The institution encourages the experienced faculty members with Ph.D to acquire Ph.D/M.Phil guideship. In

the year 2019-20, numerous teachers had Ph.D guideship with some scholars pursuing research under those guides. Various departments have taken initiative to improve the research and development efforts. The Commerce Forum published 'COMED', a peer reviewed research journal in 2019-20.

Examination and Evaluation

Quality improvement strategies adopted for examination and evaluation are- the announcement of examination schedule well advanced in time, the preparation of question papers in the patter of the affiliating university, the systematic distribution of invigilation duties among the teachers, the conduct of the examination in a strict disciplined manner with no scope for use of unfair means, providing quality answer scripts to the students, timely evaluation of the answer scripts, providing second or third chances for the candidates in case of illness or other inconveniences etc.

Admission of Students

The various quality improvement strategies adopted in regard to admission of students are- the publication of admission notice on time, the announcement of admission rules and norms through college prospectus and college website, the online submission of application forms, the adherence to the reservation policy of the governments, the reservation of certain number of seats for the students of fringe villages etc.

Teaching and Learning

Some of the quality improvement for teaching-learning are- Holding group discussions among the students, supplying curriculum related materials as well as audio-visual links of important lectures or contents through electronic and IT media, providing writing assignments and projects to the students, arranging lectures by invited speakers.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	Notices regarding development projects and tenders for the same were uploaded to the college website.
Administration	The college website offered a platform for intimating various stakeholders about the administrative notices such as Parent-Teachers

	meetings, Holiday notices etc. The college website was updated with information regarding faculties of various departments as well as recruitment notices were put up in conjunction with conventional methods of advertisement.
Finance and Accounts	The salary bills for the faculties and office staff are intimated to the state government through the portal by the govt finance department.
Student Admission and Support	Online admissions for various courses were done through online portal for students, the portal being an invaluable part of MIS. The office staff and faculties could then access this data on the college website portal.
Examination	Examination marks are uploaded to the Gauhati University Portal as well a copy of data was entered in the college portal. The notices for examination and other related notices were made available on the college website.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nil	Nil	Nil	Nil	0
No file uploaded.				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nil	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
UGC sponsored	1	27/10/2019	10/11/2019	15

Refresher Course on Gender Studies				
UGC sponsored Short Term Course on MOOCs	1	14/10/2019	21/10/2019	07
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
65	65	15	20

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Nil	Nil	Students' Welfare Fund

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

<p>The internal audit is conducted yearly by the Institutions audit committee which consists of various stake holders as well as the faculties with expertise in accounting practices. The books of accounts, vouchers for transactions, grant orders and completion reports are all collected and verified. The collected materials are scrutinised to check whether the regulations and accounting principles were followed while maintaining the books of accounts. The balances of cash books are verified with the bank statements and the physical cash in hand available at the end of the year. After the proper verification and scrutiny of the materials, a report is thereby prepared highlighting any discrepancies if found and with suggestions on its rectification. The external audit is conducted by the Department of Audit (Local Fund), Govt. of Assam. The periodicity of such an audit is however at the discretion of the aforementioned department. Hence the last audit was conducted in the financial year 2017-18 as such no external audit was done in the year 2019-20.</p>
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6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil
No file uploaded.		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	No	Nil
Administrative	No	Nil	No	Nil

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

NA

6.5.3 – Development programmes for support staff (at least three)

NA

6.5.4 – Post Accreditation initiative(s) (mention at least three)

NA

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
Nil	NA	Nil	Nil	Nil	0
No file uploaded.					

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

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Nil	Nil	Nil	0	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

6

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	No	0
Provision for lift	No	0
Ramp/Rails	Yes	1
Braille Software/facilities	No	0
Rest Rooms	Yes	1
Scribes for examination	No	0
Special skill development for differently abled students	No	0

Any other similar facility	No	0
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7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Nil	Nil	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Vigyan Chetna Jatra against superstition	05/02/2020	05/02/2020	213
Blood Donation Camp in association with Marwari Yuva Manch, Barpeta Road	13/02/2020	13/02/2020	31
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Plantation of Aromatic and Medicinal plants by the Dept. of Forest, Assam (Barpeta Social Forestry Division).
2. Cleaning of college compound by the NSS Volunteers.
3. Added fish lings in the pond for sustainable ecosystem of the water bodies.
4. The Science Forum of the College Organised Environment Awareness Program on World Environment Day.
5. Paperless practices were encouraged among the faculties, non-teaching staff, students and other stakeholders of the college.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice No. 1 1. Title of the Practice: PUBLICATION OF WALL MAGAZINES BY ALL DEPARTMENTS AND COMPETITION AMONG THE WALL MAGAZINES BROUGHT OUT BY THE DEPARTMENTS FROM THE SCIENCE STREAM. 2. Goal: The fundamental achievement of a college lies in its academic performance. The identity of a college is developed and evolved through the continuous growth of healthy academic environment which ensure the good performances of the students in the final Examination. Wall magazines provide an excellent platform of artistic and intellectual creativity for the students. 3. The Context: To create a positive impact on the academic environment including the regular teaching learning activities, the college authorities have introduced certain measures for

providing quality education and promoting the students to have a clear mindset and intellect to grasp the subject matter with better understanding and making the course curriculum innovative and interesting. The students are encouraged in each session to bring out a wall magazine from each department incorporating articles, drawings and other innovative materials. 4. The Practice: a) Sanctioning a stipulated amount by the college authority for the publication of wall magazines. b) Involvement of teacher and students, formation of magazines committees and editorial boards. c) Collection of articles and other write ups from the students. d) Editing and selection of write ups by the teachers. e) Actual preparation of the wall magazines by the students. f) Inauguration of the wall magazines by an invited guest in presence of the students and teachers of the departments. 5. Evidence of Success: a) The response of the students in bringing out wall magazines is very encouraging and enthusiastic. b) Their physical and intellectual involvement is self satisfying. c) Competition creates a healthy environment for the drive towards excellence. 6) Problems Encountered and Resources Required: a) In the implementation of the aforesaid practice, the major problem is the limited size of the wall magazines. b) The college needs to bring out large frame of wall magazines. Best Practice No. 2

1. Title of the Practice: ORGANISATION OF EXTENSION ACTIVITIES INVOLVING TEACHERS AND STUDENTS FOR CREATING AWARENESS ON SOCIAL AND HEALTH ISSUES AMONG THE RURAL POPULACE 2. Goal: The ultimate end of education is not the mere acquisition of theoretical class room knowledge isolated from the broad society. As the college students are adult citizens of the country, they have a social responsibility for maintaining a good relationship with their neighborhood and for discharging some social responsibilities towards them. The college tries its best to inculcate a sense of special responsibility and good citizenry among the students by organizing different extra-curricular and extension activities in and outside the college throughout the year. 3. The Context: The College has various cells which organizes and overlooks the extension activities. An NSS and NCC cell are the front runners in taking initiatives under the guidance of the IQAC and involves maximum number of students and faculties. 4. The Practice: During the session 2019-20, the college organized a few programs and activities to arouse the awareness of the students and local public on superstition, scientific temperament, and health and hygiene issues and also through imparting education at the lower schools in the neighboring villages. The following programs and activities were conducted: a) Vigyan Chetna Jatra was hosted by B.H. College against various social superstitions including witch hunting and supernatural child lifters. This program was a state level program under the Dept. of Science and Technology, Govt. of Assam executed through two reputed science organizations- Assam Science Society and Ellora Vigyan Manch. b) Blood Donation Camp was organized by the IQAC, B.H. College in association with Marwari Yuva Manch, Barpeta Road in which 31 students voluntarily donated their blood. At the beginning of the program various speakers dwelt upon the necessity of blood donation to create awareness among the students. c) A large number of teachers of the college voluntarily engage themselves in the teaching at the nearby local lower level schools to inspire the students. The schools where such teachings were done are Barbarijhar High School, Simlajhar L.P. School and Hotapara Bodo Medium L.P. School. d) Towards the end of February 2020 the impending danger of the Covid pandemic became evident and therefore the IQAC in association with the B.H. College Teachers' Unit conducted awareness campaign on Covid-19 in the neighboring villages and also distributed a good number of soaps among the economically weaker section of the society for the maintenance of health and hygiene. 5. Evidence of Success: The evidence for this practice is not easily quantifiable and hence cannot be put into words. However the acceptance of awareness programs by the rural population been welcoming and was carried out without any hindrances whatsoever. The teaching undertaken by the faculties in nearby schools were successful and the teachers of those schools were grateful.

6. Problems Encountered: a) The paucity of funds is a perennial problem in conducting extension activities. Most of the programs are funded by the college raised through various fees collected from the students. b) The busy academic schedule under the CBCS system leaves little space and time for the students and teachers to get involved in activities for social extension.

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

7.3 – Institutional Distinctiveness

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

The vision, priority and thrust of B.H. College emphasise on the maintenance of good academic environment which eventually ensures good academic performance by the students. Simultaneously, the college puts emphasis on the co-curricular activities and extra co-curricular activities for the holistic development of the students. In the current academic session of 2019-20, it has been observed that the UG and PG results of the college have maintained the consistency it achieved over the previous years. The faculties of the institution during the early stages of Covid-19 organised an awareness program on Covid-19 and distributed free soaps to the economically weaker sections of the neighbouring areas. The Quiz Debate Literary Forum, which was founded in the last academic session, published 'Pratibimba' bulletin on 02/02/2020. The institute strives for promoting gender equity in the region. A step towards the same was taken when the B.H. College Women's' Hostel published a magazine 'Angana'. The institute explores every possibility for the upliftment of the society and hence a Science Awareness Campaign jointly conducted by the Department of Science and Technology, Govt. of Assam and Ellora Vigyan March against superstition to combat superstitious beliefs through debunking it by the use of science as rational reasoning. The institution was the centre for the same in lower Assam.

Provide the weblink of the institution

<http://www.bhcollege.ac.in/gallery.aspx>

8.Future Plans of Actions for Next Academic Year

B.H. College has been dynamic in approach towards imparting knowledge and wisdom ever since its inception. Therefore every year a plan of action is devised in order to keep up the paces with the rapidly changing time to maintain adequacy. The following plans of action were deemed necessary for the next year: 1. The Covid-19 pandemic has shown the stark reality of the shortcomings of the conventional method of teaching, learning and evaluation. Therefore for the next academic session each and every department would be asked to prepare for quality online classes and its effective delivery. The examination board shall prepare email ids for submission of copies of final exams so that it is well organised and can be dispatched to the affiliating university on time. 2. Since the pandemic seems to be of persistent nature and there might be no respite in future, hence faculties are advised to enrol in online workshops, FDPs, Seminars etc. to keep abreast with the current developments in their fields. 3. Since the pandemic it is imperative to develop several classrooms to smart classrooms since it might not be possible for the students to physically attend classes for a considerable time. These smart classrooms will cater to the needs of students. And Library Digitalisation shall be finished in the next year. 4. To promote student support and progression, the institution shall look into the possibility of conducting on or off campus placement if possible. Faculty members who are interested in conducting classes imparting knowledge related to competitive exams

shall be encouraged and provided with necessary arrangements for the same. 5. Initiatives shall be taken for collaboration signing MoUs with reputed industries and institution. 6. The institute shall conduct programmes related to Gender Equity and Environmental Consciousness in order to inculcate the students and other stakeholders with moral values necessary to be a rational productive member of the society.