

# **THE ANNUAL QUALITY ASSURANCE REPORT (AQAR)**

**(YEAR: 2017-18)**



**B. H. COLLEGE, HOWLY  
P.O. HOWLY  
DIST. BARPETA (ASSAM)  
PIN – 781316**

## The Annual Quality Assurance Report (AQAR) of the IQAC

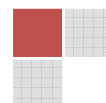
[All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)]

### Part – A

#### 1. Details of the Institution

- 1.1 Name of the Institution : **B. H. College**
- 1.2 Address Line 1 : **Howly**
- Address Line 2 :
- City/Town : **Barpeta**
- State : **Assam**
- Pin Code : **781316**
- Institution e-mail address : **bhcollege1966@gmail.com**
- Contact Nos. : **09435513261**
- Name of the Head of the Institution : **Dr. B. C. Pathak**
- Tel. No. with STD Code : **03666288026**
- Mobile : **09435513261**
- Name of the IQAC Co-ordinator : **Dr. Sultan Ali Ahmed**
- Mobile : **09435513424**
- IQAC e-mail address: : **iqac.bhc@gmail.com**
- 1.3 NAAC Track ID : **ASCOGN10554**
- 1.4 NAAC Executive Committee No. & Date : **EC(SC)15/A&A/65.2**  
**dated May 25, 2016**
- 1.5 Website address : **www.bhcollege.in**
- Web-link of the AQAR : **http://www.bhcollege.in/AQAR2017-18.pdf**
- 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B <sup>++</sup>	79.85	2004	2004-2009
2	2 <sup>nd</sup> Cycle	A	3.11	2016	2016-2021



1.7 Date of Establishment of IQAC : DD/MM/YYYY : **02/12/2002**

1.8 AQAR for the year : **2017-18**

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

i. AQAR 2016-17----- (30/12/2018)

ii. AQAR 2017-18----- (30/12/2018)

1.10 Institutional Status

University State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☐

Autonomous college of UGC Yes ☐ No ☐

Regulatory Agency approved Institution Yes ☐ No ☐

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☐ Rural ☒ Tribal ☐

Financial Status Grant-in-aid ☐ UGC 2(f) ☒ UGC 12B ☒

Grant-in-aid + Self Financing ☒ Totally Self-financing ☐

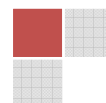
1.11 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify) **B.B.A.**

1.12 Name of the Affiliating University (*for the Colleges*) : **Gauhati University**

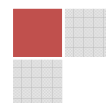


## 1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	<input type="text"/>		
University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other ( <i>Specify</i> )	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

**2. IQAC Composition and Activities**

2.1	No. of Teachers	<input type="text" value="13"/>	
2.2	No. of Administrative/Technical staff	<input type="text" value="03"/>	
2.3	No. of students	<input type="text" value="01"/>	
2.4	No. of Management representatives	<input type="text" value="03"/>	
2.5	No. of Alumni	<input type="text" value="01"/>	
2.6	No. of any other stakeholder and community representatives	<input type="text" value="0"/>	
2.7	No. of Employers/ Industrialists	<input type="text" value="01"/>	
2.8	No. of other External Experts	<input type="text" value="01"/>	
2.9	Total No. of members	<input type="text" value="23"/>	
2.10	No. of IQAC meetings held	<input type="text" value="04"/>	
2.11	No. of meetings with various stakeholders:	<input type="text" value="07"/>	<input type="text" value="04"/>
	Non-Teaching Staff	<input type="text" value="02"/>	
	Students	<input type="text" value="01"/>	
	Alumni	<input type="text" value="01"/>	
	Others	<input type="text" value="NIL"/>	



2.12 Has IQAC received any funding from UGC during the year? Yes ☐ No ☒

If yes, mention the amount

NIL

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.

01

International

NIL

National

01

State

NIL

Institution Level

Nil

(ii) Themes

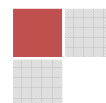
Innovative practices in Teaching Learning Processes

**2.14 Significant Activities and contributions made by IQAC**

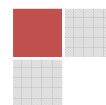
- Preparation of college prospectus highlighting the achievements of the college and the students.
- Preparation of the academic calendar in conformity with the parent university.
- Ensuring the academic quality by means of getting feedback from students, alumni and parents.
- Development of a mechanism to provide financial support to the poor and needy students
- Promotion of co-curricular activities.
- Maintenance and verification of documents and profile of the faculty members for promotion under CAS (Career Advance Scheme)
- Workshop on Soft Skill Development for Non Teaching Staff of the College

**2.15 Plan of Action by IQAC/Outcome**

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*



Plan of Action	Achievements
1. Advising the college authority to open Post Graduate Course in Various Subjects of Arts and Science Discipline	1. The University given affiliation to start the PG course in Education and Assamese
2. Advising the Research Committee to submit seminar/ workshop proposal.	2. Accordingly the Research Committee submitted 5 Nos. of proposal for seminars.
3. To organise Seven Day Workshop on Research Methodology and Data Analysis	3. Organised the Workshop under UGC sponsorship
4. Acceleration of NCC and NSS activities	4. NCC and NSS activities increased.
5. Publication of books by Publication Cell.	5. New books published by Publication Cell and faculty members.
6. Activating the various cells and committees of the college.	6. Cell and committees were activated.
7. Advising the college authority to celebrate Golden Jubilee Closing Ceremony in the month of December	7. The college celebrated it colourfully in December, 2017 with a three day programme.
8. Advising the authority to renovate the Girls' common room	8. The authority grant finance for constructing the Girls' common room
9. Advising the authority to install projector in all Class Room	9. In a few classes the authority installed the projector
10. Advising the College Authority to start skill based course in some discipline	10. The College apply to Assam Skill based Agency to start course on GST Accounts, Driving, Tailoring, Interior Designing, Travelling and Tourism, Fashion Designing
11. To enrich the student in cultural activities regular cultural workshop should conduct in the college by hiring the services of experts from outside the college.	11. The college organised the workshops and won number of medals in Gauhati University youth festival.
12. To encourage the faculty member to apply ICSSR for sponsorship for conducting seminar and undertaken Major/Minor Research Project	12. One faculty member of Commerce department got sponsorship/award from ICSSR for undertaking Major Research Project on Tourism Development in North East India.
13. To undertake research on local issues by the faculty member a separate fund	13. Not created fund at the end of session but given assurance to create in the next session.



must be created by the authority to facilitate successfully.	
14. Advised given to all the heads of the department to organise seminar and group discussion among the departmental students in regular interval and awards must give to successful students.	14. This mechanism started by all the departmental heads.

\* Attach the Academic Calendar of the year as Annexure. (See Annexure – I)

2.15 Whether the AQAR was placed in statutory body      Yes ☒ No ☐

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken : **The statutory body of the college gave necessary endorsement to the action plan and sanctioned necessary fund for the implementation of the same.**

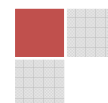
## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	1	0	1	0
UG	4	0	1	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	0	0	0	0
<b>Total</b>	5	0	2	0
Interdisciplinary	0	0	0	0
Innovative	0	0	0	0



1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	All
Trimester	0
Annual	0

1.3 Feedback from stakeholders\*  
(On all aspects)
 Alumni ☐ Parents ☐ Employers ☐ Students ☒

 Mode of feedback : Online ☐ Manual ☒ Co-operating schools (for PEI) ☐

\*Please provide an analysis of the feedback in the Annexure (See Annexure- II)

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Since the college affiliated to Gauhati University, hence the college has no scope to revise or update the syllabus. However, various faculty members working as members on the Board of Studies play a significant part in the syllabus making and revision.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No department introduced during this period

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

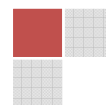
Total	Asst. Professors	Associate Professors	Professors	Others
79	38	19	0	22

2.2 No. of permanent faculty with Ph.D.

33

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	07	0	0	0	0	0	0	0	07





2.4 No. of Guest and Visiting faculty and Temporary faculty

0	0	22
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2.5 Faculty participation in conferences and symposia:

	International level	National level	State level
Attended	Nil	105	05
Presented papers	Nil	31	Nil
Resource Persons	Nil	Nil	02

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- **The institution arranges innovative practices like special talk, invited lectures, group discussion, ice breaking etc.**
- **Orientation programme arranged at the beginning at the session to familiar the students with the study course.**
- **Inter department faculty exchange programme**
- **Industrial and educational visit**
- **Continuing process of identifying the academically weak students and arranging special lecture sessions for them.**
- **Case study based learning**

2.7 Total No. of actual teaching days during this academic year

188

2.8 Examination/ Evaluation Reforms initiated by

the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

**Students are shown the answer script of Internal Examinations.**

2.9 No. of faculty members involved in curriculum

restructuring/revision/syllabus development

2

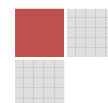
as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA 6 <sup>th</sup> Sem.	308	Nil	167	102	NA	87.34%
B.Sc 6 <sup>th</sup> Sem	157	01	68	21	NA	57.32%
B.Com 6 <sup>th</sup> Sem	226	Nil	28	122	NA	66.37%
M.Com	72		35	35	NA	97.22%



2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- **Organise inter departmental faculty exchange programme**
- **Organise short term workshop for skill development of the staff**
- **Analysis of students' feedback taken from various departments**
- **Parent-teacher meetings organised in all departments on a single day of the session.**

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	05
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	Nil
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	02
Others	Nil

2.14 Details of Administrative and Technical staff

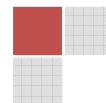
Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	01	0	0	0
Technical Staff	0	0	0	0

### Criterion – III

## 3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

1. **IQAC collected proposals of workshop and seminar from various departments and submitted to UGC/ICSSR.**
2. **IQAC felicitates the teachers for their achievement in research.**
3. **Institutional research facilities such as infrastructure and space are provided to the faculty as and when required**
4. **Data analysis consultancy services given to the PG students and M. Phil /Ph.D research scholars.**



**5. College publishes Books and Journal having research based work. The department of Commerce, Education and Assamese publishing annual referred journal with ISSN for last few years.**

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02	02	0	0
Outlay in Rs. Lakhs	08	14	0	0

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	05	0	0
Outlay in Rs. Lakhs	0	12,22,200/-	0	0

3.4 Details on research publications

	International	National	Others
Peer Review Journals	06	07	Nil
Non-Peer Review Journals	04	06	Nil
e-Journals	06	Nil	Nil
Conference proceedings	Nil	Nil	Nil

3.5 Details on Impact factor of publications: **Not Available**

Range  Average  h-index  Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2years	ICSSR, New Delhi	6,50,000/-	1,62,000/-
Minor Projects	2years	UGC	12,22,200/-	2,63,000/-
Interdisciplinary Projects	-	--	-	-
Industry sponsored	-	--	-	-
Projects sponsored by the University/ College	-	--	-	-
Students research projects (other than compulsory by the University)	-	--	-	-
Any other(Specify)	-	--	-	-
Total			18,72,200/-	4,25,000/-

3.7 No. of books published i) With ISBN No.

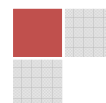
02

Chapters in Edited Books

05

ii) Without ISBN No.

Nil



## 3.8 No. of University Departments receiving funds from: NA

UGC-SAP  CAS  DST-FIST   
 DPE  DBT Scheme/funds

## 3.9 For colleges

Autonomy  CPE  DBT Star Scheme   
 INSPIRE  CE  Any Other (specify)

## 3.10 Revenue generated through consultancy

## 3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	Nil	Nil	Nil	Nil	04
Sponsoring agencies	Nil	Nil	Nil	Nil	College Fund

## 3.12 No. of faculty served as experts, chairpersons or resource persons

## 3.13 No. of collaborations

International  National  Any other

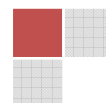
## 3.14 No. of linkages created during this year

## 3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College   
 Total

## 3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0



3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year: **Nil**

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution  
who are Ph. D. Guides  
and students registered under them

05

03

3.19 No. of Ph.D. awarded by faculty from the Institution NA

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones): NA

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  Nil State level  Nil  
National level  Nil International level  Nil

3.22 No. of students participated in NCC events:

University level  Nil State level  7  
National level  6 International level  Nil

3.23 No. of Awards won in NSS:

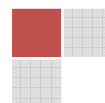
University level  Nil State level  Nil  
National level  Nil International level  Nil

3.24 No. of Awards won in NCC:

University level  Nil State level  Nil  
National level  1 International level  Nil

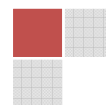
3.25 No. of Extension activities organized

University forum  Nil College forum  03  
NCC  04 NSS  02 Any other



3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- **Celebration of the concluding ceremony of Golden Jubilee of the college with a three day programme involving administration, teachers, employees, students, eminent personalities from different fields, alumni etc. Sri Sarbananda Sonowal, hon'ble Chief Minister was the Chief Guest of the Open Session.**
- **Release of books highlighting the life and works of Sri Satyanath Das, hon'ble founder Principal of the college.**
- **Release of a mega volume Golden Jubilee Souvenir with photographs and writings from teachers, students, alumni and the eminent writers of the state.**
- **Arrangement of an exhibition and book fair during the golden jubilee programme.**
- **Inauguration of the new college gate constructed from the donations of the teachers.**
- **Public felicitation of the 50 eminent persons on the completion of 50 years of the college.**
- **Holding of a Short Term Programme on Innovative Practice in Teaching-Learning Process by the IQAC in collaboration with Tezpur University involving teachers of the district.**
- **Observance of National Science Day on 28<sup>th</sup> February, 2018 through a popular talk.**
- **Screening of the award winning Assamese Art Film "Saisabate Dhemalite" and financial help to the film maker as an incentive.**
- **Arrangement of the friendly Cricket Match between CRPF team and B H College Team in February, 2018.**
- **Release of the journal of the Assamese department.**
- **Holding of a two day literary workshop by the magazine section of B H College Students' Union.**
- **Holding of a one day workshop on debate by B H College Students' Union.**
- **Observance of World Poetry Day with reading and discussion of poetry by eminent poets and scholars.**
- **Lecture programme by the Assamese department on 28<sup>th</sup> April, 2018 on the present form of Assamese language delivered by a celebrated scholar.**



- Organised Rural Camp on women right and awareness about domestic violence by Women Cell

### Criterion – IV

#### 4. Infrastructure and Learning Resources

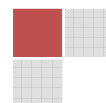
##### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	6.8 hectare	Nil	Govt. Of Assam	6.8 hec.
Class rooms	36	04	-	40
Laboratories	15	Nil	-	15
Seminar Halls	1	Nil	-	1
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	05	01	UGC	06
Value of the equipment purchased during the year (Rs. in Lakhs)	5.02	2.63	UGC and College Development	7.65
Others	30	37 *	UGC and College Development Fund	67

- 4.2 Computerization of administration and library  
Already computerised and internet connectivity extended

##### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	42065		2545	3,85,000	44.610	
Reference Books	600		646		1246	
e-Books	-	-	-	-	-	-
Journals	20	50,000	-	-	-	-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	20(Manu script)	-	-	-	-	-



## 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	42	2	2	5	1	4	28	
Added	4	0	0	0	0	0	0	
Total	46	2	2	5	1	4	28	

## 4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- 1. Internet access to all the departments through Wi-Fi system.**
- 2. Faculties have been sent to attend Short term Courses**
- 3. Two faculty member from Commerce and Economics Department sent to Assam University to participate Three days Workshop on Data Analysis Using SPSS and R software in Research**
- 4. One day programme arranged for students on Preparation of Research based Project**
- 5. For PG and UG students, a workshop was arranged on Use of computer in Research Project**

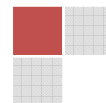
## 4.6 Amount spent on maintenance in lakhs:

i) ICT	16.08
ii) Campus Infrastructure and facilities	46
iii) Equipments	6.2
iv) Others	1.8
<b>Total:</b>	<b>70.08</b>

**Criterion – V****5. Student Support and Progression**

## 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- **Demonstrate certain programmes like “Library Chooloo” under the leadership of Principal to develop the reading habit among the students**





- **Attempt to cover every student with scholarship and other financial aids from various agencies.**
- **Display of various recruitment and admission related advertisement in Notice Board of IQAC**

5.2 Efforts made by the institution for tracking the progression

- **The institution continues its earlier strategy of sitting with various cells and organisation to monitor the progress in respective field.**
- **The Alumni Association has been reactivated.**

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2456	151	NA	NA

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

No	%
1438	55

Men

Women

No	%
1169	45

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1479	231	316	549	Nil	2575	1561	232	209	521	03	2607

Demand ratio 139%

Dropout 12%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

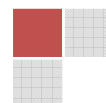
The institution conducted coaching and training programme for the UG students for preparing themselves for competitive exams under UGC support programme.

No. of students beneficiaries

68

5.5 No. of students qualified in these examinations

NET	0	SET/SLET	0	GATE	0	CAT	0
IAS/IPS etc	0	State PSC	0	UPSC	0	Others	0



## 5.6 Details of student counselling and career guidance

- **One day Lecture cum Interaction programme about future prospects of student, delivered by Rajiv Deka, Career Consultant.**
- **One day programme on Career Opportunities at Career Point.**

No. of students benefitted

NA

## 5.7 Details of campus placement: NA

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

## 5.8 Details of gender sensitization programmes

- **One day programme on violence and discrimination against women, organised by Women Cell, B. H. College**
- **Special talk on Gender Equity Index-Assam's Perspective, Organised by Women Cell, B. H. College, Howly**

## 5.9 Students Activities

## 5.9.1 No. of students participated in Sports, Games and other events

State/ University level

0

National level

0

International level

0

No. of students participated in cultural events

State/ University level

50

National level

0

International level

0

## 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level

0

National level

0

International level

0

Cultural: State/ University level

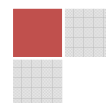
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National level

0

International level

0



## 5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	03	22,000
Financial support from government	684	Not Available
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	01 (Best firing award in PRDC Camp)	Nil

## 5.11 Student organised / initiatives

Fairs	: State/ University level	<input type="text" value="1"/>	National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>
Exhibition:	State/ University level	<input type="text" value="1"/>	National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

5.12 No. of social initiatives undertaken by the student 

## 5.13 Major grievances of students (if any) redressed:

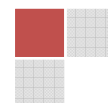
1. Student's grievance regarding admission to B.H.College has been redressed by means of taking undertaking from the student at the time of admission at H.S level.
2. Girls' common room constructed with five wash rooms.
3. The accommodation in Boys' Hostel and Girls' Hostel increased.
4. 4 New Aqua filters were installed in the college campus.

## Criterion – VI

**6. Governance, Leadership and Management**

## 6.1 State the Vision and Mission of the institution

**The institution aims at imparting knowledge of various discipline among the youths of rural and semi -urban populace of the region to make them responsible and competent to face the challenges of modern world and contribute towards the upliftment of the society. Besides, it endeavours to set an example of unity and integrity among difference sections of people of the locality.**



## 6.2 Does the Institution has a management Information System

**Parent, Students, Faculty Meeting are periodically arranged for an effective management system. Suggestion Box is fixed on the wall for smooth management information system**

## 6.3 Quality improvement strategies adopted by the institution for each of the following:

## 6.3.1 Curriculum Development

**The institution follows the instruction given by the parent university towards curriculum development**

## 6.3.2 Teaching and Learning

- **Use of Audio-Visual Aids for effective learning.**
- **Classroom Seminars and students participation in group discussion, panel discussion, etc. are encouraged to develop their academic and social skills**
- **Subject wise feedbacks are collected from the students in order to match the level of teaching to the level of understanding of the students.**

## 6.3.3 Examination and Evaluation

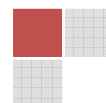
**Class Test, Sessional Evaluation, End-Semester Examination**

## 6.3.4 Research and Development

- **Faculty members and students are motivated to publish their works in national and international Conferences, Seminars and Journals**
- **Both UG and PG (M.Com) students are encouraged to carry out their projects in recent research fields by means of providing financial and other support like printing, stationary, internet services, etc.**
- **The Department like Assamese, Commerce and Education are publishing Journal with ISSN.**

**Various departments and associations publish magazine, journals, etc. as furnished below.**

Source	Name of the journals/magazine
Department of Commerce	COMED with ISSN (A Refereed Journal)
Department of English	Spectrum
Department of Education	Educare
Department of Bengali	Dishari
Department of Assamese	Dunari, with ISSN
Department of Bodo	Aikhari
B. H. College Men's Hostel	Chinaki
B. H. College Women's Hostel	Asomi



## 6.3.5 Library, ICT and physical infrastructure / instrumentation

- **The institution purchases thousands of books every year to enrich the Library. In this year also 2545 books were purchased amounted to Rs. 3,85,000.00**
- **SOUL Software is installed in the library for automation**
- **Constructed three more classrooms to accommodate the students.**

## 6.3.6 Human Resource Management

- **Teachers are entertained to participate in Sponsored Trainings, Sponsored Projects, RC, OP, National Seminar, International seminars, Conferences, FDP, etc.**
- **One paper is allotted to one teacher to ensure in-depth knowledge over the subject matter**

## 6.3.7 Faculty and Staff recruitment

- **Regularly at all India level, and follows UGC regulations & State Government Rules; Reservation policies etc. of GoI**

## 6.3.8 Industry Interaction / Collaboration

**Not Yet**

## 6.3.9 Admission of Students

- ❖ **Through Advertisement in Newspapers**
- ❖ **At national level on merit basis**
- ❖ **Follows reservation policy**
- ❖ **Preparation of Merit List and Published through Notice**
- ❖ **Free Admission to Brilliant Students**
- ❖ **Free Admission to Poor and Meritorious students**

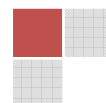
## 6.4 Welfare schemes for

Teaching	Medical Facility, Mutual Fund, Emergency Loan, Donations
Non teaching	Medical Facility, Mutual Fund, Emergency Loan, Donations
Students	Medical Facility, Free Admission and access to library to poor students, Donations

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes ☒ No ☐

6.7 Whether Academic and Administrative Audit (AAA) has been done? **Yes**



Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Academic Meeting	Yes	Academic Meeting, Meeting of HOD
Administrative	Yes	Statutory Auditor and Auditor appointed by the State Government	Yes	Auditor appointed from the faculty

6.8 Does the University/ Autonomous College declares results within 30 days? **NA**

For UG Programmes      Yes              No              ☐              ☐

For PG Programmes      Yes              No              ☐              ☐

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms? **NA**

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges? **NA**

6.11 Activities and support from the Alumni Association

- Alumni Association suggests for academic quality improvement of the institution

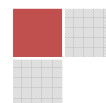
6.12 Activities and support from the Parent – Teacher Association : **NA**

6.13 Development programmes for support staff

- **Provision of Mutual Aid Fund to mobilise small savings and allocating loans among the needy teaching and non teaching staff at minimum rate of interest**
- **Day care home services for taking care of the infant of the staff.**
- **Eco friendly environment and infrastructure for maintaining good health**

6.14 Initiatives taken by the institution to make the campus eco-friendly

**Plantation, Erecting garbage bins, garbage disposal, Installation of Dustbin, Postering**



## Criterion – VII

### 7. Innovations and Best Practices

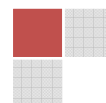
7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- The grievance redressal cell is strengthened to address the issues related to students, management, drop-out, etc.
- Institution celebrate various cultural events and memorable days of great personalities to strengthen the knowledge, awareness and feelings of national integrity among the students
- Regular Activity on music, drama, photography, debate, creative writing etc. to give the students a platform to show their talents.
- Publication of Research based work in form of Books
- Publication of Referred Journal with ISSN
- Regular students' seminars, class tests, tutorials, interface meetings for cumulative evaluation especially in PG class
- Remedial classes are taking especially for slow learner
- Introduced Distance learning courses to provide higher education to all eligible students
- Thinking to start Skill based education to reduce local unemployment

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

**Decisions taken at Academic Committee are implemented accordingly, which includes:**

Plan	Action Taken
Increase the intake capacity of students considering the growing demand of the society	Students are accommodated in various sections of the classes.
Separate allotment of the departmental cabins	Some departments have already been allotted and for other departments are being planned.
Introduction of Skill Based Course	Two courses on GST Accounts and Driving will start from next session
Installation of more projector in the class room	Four more projector installed in this session
Engagement of Contractual Teacher and Staff	Some contractual teachers and staff have been engaged to meet the academic gap



Enhancement of Honorarium	Enhancement of the honorarium has been made for the faculty members are being against non-sanctioned as well as contractual engagement both for teaching and non teaching employees.
Completion of Construction of Seminar cum Conference Hall	Completed

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. **Publication of wall magazines by all departments and competition among the wall magazines brought out by the departments from the science stream**
2. **Emphasis on the improvement of cultural sides of the students through training and coaching. The achievement is that the college was adjudged the 2nd best team and the best disciplined team in the Gauhati University Inter College Youth Festival.**

*\*Provide the details in annexure (annexure need to be numbered as i, ii,iii) Annexure - III*

7.4 Contribution to environmental awareness / protection

**Continuous efforts towards maintaining a green campus**

7.5 Whether environmental audit was conducted? Yes ☐ No ☒

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

#### **Strength:**

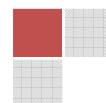
1. Availability of three faculties with full intake capacity enables to offer diversified courses to meet the demand of the stakeholders.
2. Continued students' talent search drive
3. Plan to introduce demand oriented diploma and certificate courses
4. Facility of studying Post Graduate courses in Commerce with specialisation in Accountancy and Management.
5. Offering Distance Education- IDOL, GU
6. Publication of Research Journal and publication of Books by Prakashan Samiti

#### **Weaknesses:**

1. Lying of vacant post due to procedural delay on the part of the state government
2. Limited seats in the Men's and Women's hostel
3. Non-availability of own transport facility
4. Non-availability of major sources of revenue generation
5. Lack of residential facilities for the staff
6. Lack of well equipped departmental cabin
7. Insufficient Computer Lab commensurate with enrolment.
8. Lack of academic flexibility

#### **Opportunities:**

1. Scope for introducing new courses and PG departments due to high enrolment and demand in some disciplines.





2. Scope for initiating income generating activities in the campus owing to its sufficiently large size.
3. Scope for rural entrepreneurship development based on local resources
4. Scope for introducing coaching centre for MAT/CAT/NET/SLET/Medical/Engineering/Civil Services
5. Publication of quality Books on Syllabus and other domains
6. Scope for providing research consultancy services.

**Threats:**

1. Very much adjacent to the National Highway (NH-31) which remains crowded.
2. Difficult to maintain international standard of the curriculum due to traditional based curriculum

**8. Plans of institution for next year**

1. Introducing skill based education courses
2. Opening of PG programme in various discipline
3. Faculty development programme
4. Augmenting academic research.
5. Organising Self Finance Workshop and Seminar at State/National level



(Dr. Sultan Ali Ahmed)

Signature of the Coordinator, IQAC



(Dr. B.C. Pathak)

Signature of the Chairperson, IQAC



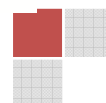
# Annexure-I

## Academic Calendar : 2017-2018

For B.A / B. Sc. / B. Com. (Semester Course) : June, 2017 to May 2018

[This academic calendar is subject to revision as per G.U. relevant order & notification]

Month / Year & Date	Class Days / Working Days / Examination Days/ Holiday	Academic & Other Activities
<b>June / 2017</b>		
1 - 3	Working days / Class days	Commencement of 3rd and 5th Semester Classes from 1st June  Admission process to 1st Sem. be completed within 12th day of declaration of HS Results. Observance of Bishnu Rabha Divas.
4	Sunday	
5 - 10	Working days / Class days	
11	Sunday	
12 - 17	Working days / Class days	
18	Sunday	
19 - 24	Working days / Class days	
25	Sunday	
26 - 27	Id-UI-Fitre (Holiday)	
28 - 30	Working days / Class days	
<b>July / 2017</b>		
1	Working days	Summer Vacation
2	Sunday	
3 - 8	Working days	
9	Sunday	
10 - 15	Working days	
16	Sunday	
17 - 22	Working days	
23	Sunday	
24 - 29	Working days	
30	Sunday	
31	Working days	
<b>August / 2017</b>		
1 - 5	Working days / Class days	Sessional I Exam for Odd Semesters be held by 3rd week of August, 2017.  Observance of Freshers' Social.
6	Sunday	
7 - 12	Working days / Class days	
13	Sunday	
14	Working day / Class day	
15	Independence Day (Holiday)	
16 - 19	Working days / Class days	
20	Sunday	
21 - 22	Working days / Class Days	
23	Tithi of Srimanta Sankardev (Holiday)	
24 - 26	Working days / Class Days	
27	Sunday	
28 - 31	Working days / Class Days	
<b>Sept. / 2016</b>		
1 - 2	Working Days/ Class Days	Observance of Teachers' Day
3	Sunday	
4	Working day / Class Day	
5	Working day / Class Day Teacehrs' Day	
6 - 9	Working day / Class Day	
10	Sunday/ Tithi of Sri Madhabdev (Holiday)	
11 - 12	Working days / Class Days	
13	Janmastami (Holiday)	
14 - 16	Working days / Class Days	
17	Sunday	



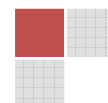
Months / Year & Date	Class Days / Working Days / Examination Days/ Holiday	Academic & other Activities
18 - 23	Working Days/ Class Days	Educational Trip be arranged in the first week of September, 2017 <b>Puja vacation from 27th Sept. to 5 Oct/ 17.</b>
24	Sunday	
25 - 26	Id-Uz-Zuha (Holiday)	
27 - 30	Durga Puja, Janmotsav of Srimanta Sankardev	
<b>Oct. / 2017</b>		
1	Muharrm	Observance of Gandhi Jayanti (Birth day of Mahatma Gandhi)
2	Gandhi Jayanti (Holiday)	
4 - 5	Lakshmi Puja	
6 - 7	Working days / Class Days	
8	Sunday	
9 - 14	Working days / Class Days	
15	Sunday	
16 - 17	Working days / Class Days	
18	Kati Bihu (Holiday)	
19 - 20	Kali Puja/ Dewali (Holiday)	
21	Working day / Class Day	Sessional II exam be held by 3rd week .
22	Sunday	
23 - 28	Working days / Class Days	
29	Sunday	
30-31	Working days / Class Days	
<b>Nov./ 2016</b>		
1 - 3	Working days / Class Days	Odd Semester Exam to be held.
4	Guru Nanak's Birth Day (Holiday)	
5	Sunday	
6 - 11	Working Days / Class Days	
12	Sunday	
13 - 18	Working Days / Class Days	
19	Sunday	
20 - 23	Working days / Class Days	
24	Lachit Divas (Holiday)	
25	Working day / Class Day	
26	Sunday	Odd Semester Exam Practical
27 - 28	Working days / Class Days	
29	Smriti Divas	
30	Working day / Class Day	
<b>Dec. / 2017</b>		
1	Working day	End Semester Vacation
2	Asom Divas (Sukapha Divas) (Holiday)	
3	Sunday	
4 - 9	Working days	
10	Sunday	
11 - 16	Working days	
17	Sunday	
18 - 23	Working days	
24	Sunday	
25	Christmas Day (Holiday)	
26 - 30	Working days	Commencement of Even Semester Classes from 1st January, 2018
31	Sunday	
<b>January / 2018</b>		
1 - 6	Working days / Class Days	
7	Sunday	
8 - 13	Working days / Class Days	Observance of Silpi Divas on 17 Jaunary
14 - 16	Magh Bihu (Holidays)	
17	Silpi Divas	
18 - 20	Working days / Class days	

Months / Year & Date	Class Days / Working Days / Examination Days/ Holiday	Academic & other Activities
21	Sunday	Annual College week be held in last part of January
22	Swaraswati Puja (Holiday)	
23 - 25	Working days / Class Days	
26	Republic Day/ University Foundation Day (Holiday)	
27	Working day / Class Day	
28	Sunday	
29 - 31	Working days / Class Days	
<b>Feb. / 2018</b>		
1 - 3	Working days / Class days	Sessional I exam (for even semesters) be completed by 1st week of February.
4	Sunday	
5 - 10	Working days / Class days	
11	Sunday	
12 - 13	Working days / Class days	
14	Shivratri (Holiday)	
15 - 17	Working days / Class days	
18	Sunday	
19 - 24	Working day / Class day.	
25	Sunday	
26 - 28	Working days / Class days	
<b>March / 2018</b>		
1 - 2	Dol-Yatra (Holiday)	Observance of International Women's Day by B. H. College Women Cell.
3	Working day / Class day	
4	Sunday	
5 - 10	Working days / Class days	
11	Sunday	
12- 17	Working days / Class days	
18	Sunday	
19 - 24	Working days / Class days	
25	Sunday	
26 - 30	Working days / Class days	
30	Good Friday (Holiday)	
31	Working day / Class day	
<b>April / 2018</b>		
1	Sunday	Sessional II exam (for even semesters) be completed by 1st half of April.
2 - 7	Working days / Class days	
8	Sunday	
9 - 13	Working days / Class days	
14 - 16	Bohag Bihu (Holiday)	
17 - 21	Working days / Class days	
22	Sunday	
23 - 28	Working days / Class days	
29	Sunday	
30	Working day / Class day	
<b>May / 2018</b>		
1	May Day (Holiday)	End Semester exams(for even Semesters) be completed within the month followed by 10 days evaluation period.
2 - 5	Working days / Class days	
6	Sunday	
7 - 12	Working days / Class days	
13	Sunday	
14 - 19	Working days / Class days	
20	Sunday	
21 - 26	Working days / Class days	
27	Sunday	
28	Working day / Class day	
29	Buddha Purnima (Holiday)	
31	Working days/ Class days	

## **Annexure-II**

### **Student's feedback analysis on overall environment of the college For the Year 2017-2018**

Sl.No.	Parameters of the College	Percentage of Students Remark		
		Very good (%)	Good (%)	Poor (%)
1	Principal's relation with students	63	33	04
2	Cooperation of college office staff with students	29	66	05
3	Teachers role as facilitator of learning	60	32	08
4	Overall impression on Internal evaluation system of the college	75	15	10
5	Library facilities of the college	18	69	13
6	Canteen facilities of the College	14	61	25
7	Drinking water facilities of the college	19	60	11
8	Facilities of Boys'/Girls' common room	13	53	34
9	Sports facilities for students	20	53	27
10	Parking facilities for the students	15	67	18
11	Overall impression on Classroom facilities	19	59	22
12	Facilities of the college auditorium	29	51	20
13	Power supply condition of the College	35	53	12
14	Impression on students disciplines within the college campus	32	61	07
15	Impression on awareness of students on cleanliness of the college campus	20	58	22
16	Overall impression on the educational environment of the college	41	55	04





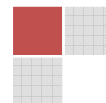
## **Annexure-III**

### **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 :**
  1. Sanctioning a stipulated amount by the college authority for the publication of wall magazines.
  2. Involvement of teacher and students, formation of magazines committees and editorial boards.
  3. Collection of articles and other write ups from the students.
  4. Editing and selection of write ups by the teaches.
  5. Actual preparation of the wall magazines by the students.
  6. Inauguration of the wall magazines by an invited guest in presence of the students and teachers of the departments.
- 5. Evidence of Success :**
  - i. The response of the students in bringing out wall magazines is very encouraging and enthusiastic.
  - ii. Their physical and intellectual involvement is self satisfying.
  - iii. Competition creates a healthy environment for the drive towards excellence.
- 6) Problems Encountered and Resources Required :**
  1. In the implementation of the aforesaid practice, the major problem is the limited size of the wall magazines.
  2. The college needs to bring out large frame of wall magazines.

### **Best Practice No. 2 :**

- 1) Title of the practice : EMPHASIS ON THE IMPROVEMENT OF CULTURAL SIDES OF THE STUDENTS THROUGH TRAINING AND COACHING..**
- 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 social responsibility and good citizenry among the students by organizing different extra-curricular and extension activities in and outside the college throughout the year. Under the aegis of B H College Students' Union, special effort have been made to provide adequate training to the students in singing, dancing, acting etc. so that they fruitfully compete with the students of other colleges at the inter college youth festival.

- 3) **The Context :** The parent university, Gauhati University, has been organising Inter College Youth Festival every year both at the preliminary and final rounds. More than 300 colleges affiliated to the university participate in the various cultural competition of the festival. Good performance by colleges are hailed by the enlightened society at large.
- 4) **The Practice :** The college has reactivated the cultural cell of the students' union in order to prepare the students for youth festival.
  - i. Choice of a good and competent teacher-in-charge having expertise in the field.
  - ii. Identifying the talented students through internal competitions.
  - iii. Taking help from coach and trainer from outside.
  - iv. Special motivation and encouragement to the participants by the college authority.
  - v. Public felicitation to the successful competitors after every event.
- 5) **Evidence of Success :** The college has achieved remarkable success in the practice of the above mentioned activity. In the session 2017-18, B. H. College team was declared best team for their excellence performance in team events. The college was also jointly declared best disciplined team along with Tangla College. B. H College won Medals in team events. It may be mentioned that altogether 76 colleges were qualified to participate in the main round of Gauhati University Inter College Youth Festival
- 6) **Problems Encountered :**
  - a) The paucity of fund is a perennial problem in conducting cultural activities. Most programmes have been organized from the college fund which is mainly raised through various fees from the students.
  - b) The tight academic schedule of the semester system has left little space and time for the students and teachers to get involved in cultural activities.

