

The Annual Quality Assurance Report (AOAR) of the IOAC

(For Affiliated/Constituent Colleges)

Bengtol College, Session: 2016-2017

Part – A

Data of the Institution

1. Name of the Institution: Bengtol College

- Name of the Head of the institution: Dr. Ranjit Kr. Narzary
- Designation: Principal
- Does the institution function from own campus: yes
- Phone no./Alternate phone no.: 03661-264901
- Mobile no.: 09435326513
- Registerede-mail:iqacbc17@gmail.com
- Alternate e-mail:bengtolcollege@gmail.com
- Address: Village- Bengtol
P.O.-Bengtol
Dist.-Chirang
State- Assam
Pin-783394
- City/Town : Bongaigaon
- State/UT : Assam
- Pin Code : 783394

2. Institutional status:

- Affiliated /Constituent: *Affiliated*
- Type of Institution: Co-education/Men/Women: *Co-Education*
- Location :Rural/Semi-urban/Urban: *Rural*
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing: *UGC 2f and 12(B)*
- Name of the Affiliating University: Gauhati University
- Name of the IQAC Coordinator: Mr. Benedict Hajoary
- Phone no:

- Alternate Phone no:
- Mobile no.: 7896782230
- IQAC e-mail address: iqacbc17@gmail.com
- Alternate Email address: bengtolcollege@gmail.com

3. Website address:

Web-link of the AQAR: (Previous Academic Year): www.bengtolcollege.ac.in

4. Whether Academic Calendar prepared during the year? Yes

If yes, whether it is uploaded in the Institutional website:

Web-link: www.bengtolcollege.ac.in

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st				From: to:
2 nd				from: to:
3 rd				from: to:
4 th				from: to:
5 th				from: to:

6. Date of Establishment of IQAC: 13-03-2013

7. Internal Quality Assurance System

7.1 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
I. For Internal Academic Audit, the IQAC team visited all the departments both UG and PG and library. The report was placed in the IQAC meeting held on 3 rd Oct, 2017.	06-07-2016	07
II. IQAC Co-ordinator (Mr. Benedict Hajoary) addressed BA first semester students and Mr. Shahidul Islam Akand also addressed BBA first semester students and informed about the syllabus and internal assessment.	14-09- 2016	245

III. IQAC Initiated the beautification of the college campus by planting trees and sensitized on the importance of pollution free environment through NSS volunteers along with the plantation programme.	19-09- 2016	80
IV. Under the initiative of IQAC Bengtol College in collaboration with Dept. of Education, Bengtol College conducted two days Induction programme on “Teaching Learning Process”.	18-19 Sept, 2016	522

Note: Some Quality Assurance initiatives of the institution are:

(Indicative list)

- *Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements*
- *Academic Administrative Audit (AAA) conducted and its follow up action*
- *Participation in NIRF*
- *ISO Certification*
- *NBA etc.*
- *Any other Quality Audit*

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
Bengtol College	Multi-Purposes Gymnasium	UGC	2016-2017	1,00,00,000

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes

***upload latest notification of formation of IQAC**

10. No. of IQAC meetings held during the year: Four.

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the

institutional website: *Yes*. Website: www.bengtolcollege.ac.in

(Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?: No

If yes, mention the amount:

Year:

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

- Visited all the Departments as the part of Internal Academic Audit and placed the Report at the IQAC Meeting.
- Conducted several programmes in collaboration with NSS Unit Bengtol College.
- IQAC collects feedback forms from the students to monitor the progress and such feedbacks are analyzed through Feedback Review Committee and remedial measures, as suggested, are executed for further improvement.
- The IQAC also seeks Annual Reports from the HODs to evaluate the progress of teaching learning process.

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

Plan of Action	Achievements/Outcomes
1. To organize different programmes under the banner of Career and Placement Cell.	Organized career counseling for the student to make them aware of their future prospects and for the further studies.
2. To take feedback from the outgoing students and analyze the same.	Collected Feedback from the students, analyzed and remedial action taken accordingly.
3. To organize outreach activities with NSS cell.	Conducted several outreach programmes in collaboration with NSS in some disaster prone areas(flood, drought etc.).
4. To conduct various programme on 'Empowering of women'	The Women cell of IQAC Bengtol College organized various lectures and awareness programmes at the surrounding villages and also at the Bengtol college premises.

14. Whether the AQAR was placed before statutory body?

Yes /No: No

Name of the statutory body:

Date of meeting (s):

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess

the functioning?

Yes/No:

Date:

16. Whether institutional data submitted to AISHE: Yes/No: Year: 2016-2017

Date of Submission: 30thSeptember, 2016

17. Does the Institution have Management Information System? No

If yes, give a brief description and a list of modules currently operational. (Maximum 500 words)

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
<p>In every academic session, the College formulates an undergraduate academic calendar in appropriation to the Gauhati University. All the departments of the College execute all academic activities through a plan mechanism with an aid of various tools and processes. The class routine is prepared before the beginning of every academic session by the routine committee. Each department is required to maintain a lesson plan cum record of classes (Log Book), which is an authentic record of all the classes taken by the teachers or faculty members. With the help of the college academic calendar, students get information about the probable number of teaching days, date of internal examination, curriculum extension and co-curricular activities. The departmental Advisory committee meetings are generally convened by the heads of the departments at the regular intervals for discussion on assignment of syllabus completion status by the individual faculty member, as well as to plan for the academic activities like holding of student’s seminar, field work, class test, allotment of assessment etc. Each department is entrusted to identify the slow learning students and thereby to arrange special classes and tutorial for the convenience of such students. The department plays an important role to encourage participatory role of the students in teaching and learning process. Students are required to attend and present their seminar papers as the departmental seminars are being held on a regular basis. Students are also encouraged to submit quality articles on different areas/topics for the college wall magazines. The department also arranges the departmental educational tours and excursion as an integral part of the effective curriculum delivery mechanism. IQAC monitors the whole processes to ensure effective implementation of the academic calendar.</p> <p>For some departments, the departmental field work is mandatory and need to carry it out as it is part of the curriculum. The HOD allocates the field in-charge for any field work and the field in-charge in returns prepares the necessary arrangement for plans of the journey scheduled such as the logistic requirements in connection with the field works. The teacher also assists the students in the preparation of the field work reports. The reports are retained back in the respective departments which forms a good source of reference material for future references.</p> <p>Post graduate course in English follows the Gauhati University syllabus. The faculties of English department are assigned in the curriculum delivery since 2017.</p>

1.1.2 Certificate/ Diploma Courses introduced during the Academic year					
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development	
1.2 Academic Flexibility					
1.2.1 New programmes/courses introduced during the Academic year					
Programme with Code	Date of Introduction	Course with Code	Date of Introduction		
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	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
	Nil	Nil	Nil	Nil	Nil
Already adopted (mention the year)					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year					
No. of Students	Certificate	Diploma Courses			
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			
1.3.2 Field Projects / Internships under taken during the year					
Project/Programme Title	No. of students enrolled for Field Projects / Internships				
BA & BBA (III rd Sem.) Environmental Field Study Tour	199				
Departmental Project/Dissertation Work (BA 6 th Semester)					
Bodo (Cultural Project)	42				
Education	21				
History	6				
Philosophy	15				

1.4 Feedback System				
1.4.1 Whether structured feedback received from all the stakeholders.				
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	No	No	Yes	Yes
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the Institution? (maximum 500 words)				
<p>IQAC monitors the whole process of feedback collection and the analysis. The feedbacks are obtained from the students during the last academic year and the report of the feedback is then discussed in the IQAC meetings, subsequently remedial measures are recommended to the Principal of the college to address the issues. Issues relating to the food served at the college canteen and sanitary for girls' common room, boys' toilet, vehicle parking areas for the staff and other academic matters such as completion of syllabus, lack of adequate number of faculty members etc. are timely discussed. At different occasions the IQAC of the college urges the Principal who is also the chairperson of the IQAC to redress various grievances raised in the feedback reports. Apart from this the IQAC also collects feedback from the participants in various programmes held at the College.</p> <p>In order to receive students' feedbacks, IQAC of the college provides prescribed feedback form to the final year students of the college in each academic year. The students are required to fill-up the feedback forms for the evaluations against each individual teacher. The feedback forms are in the form of questionnaire comprising 37 questions and are under six heads, they are as follows, under the heading of clarity/ subject command in the areas of focus on syllabi, self-confident, communication skills, interaction with the students and use of teaching method, teaching aids such as use of innovative teaching methods and the attitude of conducive to students in helping and providing study materials which is not readily available. The feedback form also puts emphasis on time management particularly to punctuality, regularity and transparency. In the feedback form, additional questionnaire of teaching mechanism specially for the usage of educational lab is also included in order to attain feedback from the major students of Education department</p> <p>The collected data are analyzed and the reports are mainly discussed in the IQAC meeting for further action and remedial measures focusing on the welfare of the College and students. The college is also planning to collect feedback from the Alumni, parent or guardians in the near future.</p>				
CRITERION II -TEACHING -LEARNING ANDEVALUATION				
2.1 Student Enrolment and Profile				
2.1. 1 Demand Ratio during the year 2016-2017				

Name of the Programme	Programme Specialisation	Number of seats available	Number of applications Received	Students Enrolled
B.A.	Arts	240	276	240
B.B.A.	Management	25	09	07

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 full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016-	B.A. 240	0	22	0	22
2017	B.B.A. 07	0	1	0	1

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 (<i>LMS, e-Resources</i>)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques Used
23	23	02	01	01	03

2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)

At the beginning of new session, formal mentoring system is implemented at the college especially for the first year or the newly admitted students to familiarize them about the course structure, syllabus, evaluation systems and above all the rules and regulation of the college in detail. Through mentoring system the faculty members maintain class report of the students by means of all necessary and essential information relating to the students, such as the contact number, email, and whatsapp no. of the students. Through these the faculty members come to know about their personal treats and thereby the mentor can recognize and have the opportunity to perform the role as the informal mentors. In this way the mentors can easily access the weakness of the students and the mentor can guide the student in the right direction. The departments also maintain the records of class test, attendance record and records of student seminar. The close bonding between the teachers and students also develops through several co-curricular and extracurricular activities in the concerned departments. The Departmental activities are mainly focused on co-curricular and extracurricular activities such as organizing educational tour, extension activities, Farewell function, publication of departmental wall magazines, college magazine, encouragement in the use

of departmental library etc.

The department also identifies the slow learners and arranges special classes and tutorials for them. The departmental teacher's maintain interaction with students through social networking site system such as whatsapp and the department identifies the problem faced by students and other issues related to their study.

The Student counseling cell is entrusted with the task of devising a mechanism for effective implementation of the mentoring system for all the departments of the college within a designated time frame or semester end. The IQAC also advises and encourages the teacher- in- charge of the counseling cell to invite an expert from outside (senior teacher from other department). Therefore, the mentors are responsible for academic progress of their mentees in providing primary counseling.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
247	23	11.22

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.
23	01	01	0	02

2.4.2 Honours and recognitions 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
Nil	Nil		

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
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B.A.	384	2 nd , 4 th and 6 th	24May/ 19June	30July /August
B.B.A.	384	2 nd , 4 th and 6 th	24May/ 19June	30July /August

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

To evaluate the students progress, the evaluation system for continuous development in their learning in various courses and programmes are being done under the guidelines prescribed by the affiliating university namely Gauhati University. The teacher conducts unit test/internal test after completion of the unit. The test is normally conducted within the allotted classes time or period. Such test helps to indentify the strength and weakness of the students and thereby the teachers give emphasis by mentoring the students to improve. The College also conducts sessional examination with an aim of encouraging the students to build-up confidence for their final examination. Apart from these, departments also conduct departmental seminars and group discussion to facilitate the students to be aware and familiar in their quest of knowledge. Organizing debates, group discussion, seminar presentation and project works are being implemented by the departments at the regular intervals. The concerned students are assigned with home assignments on various subject related topics by the departments after the completion of a unit or chapters. This encourages the students to focus keenly on their studies. In this way a Continuous Internal Evaluation (CEI) System is implemented at the college.

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

An Academic calendar is prepared by the Academic Calendar Cell of the institution under the supervision of IQAC. The academic calendar is prepared in accordance with the circulars which are published by the affiliating University namely Gauhati University. The academic calendar incorporates all the information about the important events such as probable working days, dates of internal examinations schedules, observations of college foundation day, fresher social, games and sports, student union election and holiday lists etc. The academic calendar also notifies regarding the Admission, form fill up, and filling up of registration forms, extension and co-curricular activities. Moreover, some of the events whose schedules are excluded from the purview of the calendar are also observed along with proper notifications at the college notice board. The academic calendar is strictly followed by the college and the Head of each department makes sure that the schedules are followed in accordance with the Academic Calendar.

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 web link)

Nil				
2.6.2 Pass percentage of students				
Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
384	B.A.	234	184	78.63%
384	B.B.A.	06	01	16%
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)				
Nil				
CRITERION III – RESEARCH, I NNOVATIONS AND EXTENSION				
3.1 Resource Mobilization for Research				
3.1.1 Research funds sanctioned and received from various agencies, industry and other organizations				
Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored Projects				
Projects sponsored by the University/ College				
Students Research Projects <i>(other than compulsory by</i>				

<i>the College)</i>				
International Projects				
Any other(Specify)				
Total				

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(s)	
3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year				
Title of the Innovation	Name of the Awardees	Awarding Agency	Date of Award	Category
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year				
Incubation Centre	Name		Sponsored by	
Name of the Start-up	Nature of Start-up		Date of commencement	
3.3 Research Publications and Awards				
3.3.1 Incentive to the teachers who receive recognition/awards				
State	National		International	
3.3.2 Ph. Ds awarded during the year (<i>applicable for PG College, Research Center</i>)				
Name of the Department		No. of Ph. Ds Awarded		
3.3.3 Research Publications in the Journals notified on UGC website during the year				

	Department	No. of Publication	Average Impact Factor, if any
National			
Inter-National			

3.3.4 Books and chapters in edited volumes/books published and paper in National/ International conference proceedings per teacher during the year	
Department	No. of Publication
English	04
Political Science	02
Boro	07
Education	05
Management	01
Economics	00
History	01
Philosophy	02
Assamese	01

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

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
Nil	Nil	Nil	Nil	Nil	Nil	Nil

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

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the Publication

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

	International level	National level	State level	Local level

Seminars				
Workshops		01		
Presented papers	02	39		
Resource Persons			06	
3.4 Extension Activities				
3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organizations 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 co- ordinate such activities	Number of students participated in such activities	
1. Baby food distribution programme at Sobaijhar (28 th July 2016)	NSS Unit Bengtol College	08	80	
2. 2 nd October cleanliness programme under Swass Bharat Abhijan at College Road (2 nd Octber, 20016)	NSS Unit Bengtol College in collaboration with Teaching Staff	18	60	
3. Celebrated Rastriya Ektawa Diwas at College premise (5 th Nov. 2016)	NSS Unit Bengtol College	15	200	
4. A three Days Special Camp at Maojijhora Village (17 th to 19 November, 2016)	NSS Unit Bengtol College	07	80	
5. Training on Digital Banking (30 th Dec. 2016)	NSS Unit Bengtol College	10	80	
6. Training prograame on Disaster Managment (17 th feb. 2017)	Team of civil defense Bongaigaon in Collaboration with NSS Unit Bengtol College	20	250	
7.Plantation drive at adapted village Maojojhora (24 th April, 2017).	NSS Unit Bengtol College	03	80	
8.Observation of world environmental Day and	NSS Unit Bengtol College in	08	120	

planting trees(5 th June 2017) 9.Cleanliness drive inside College Campus(14 th June, 2017)	Collaboration with Green Audit Cell. NSS Unit Bengtol College	05	80
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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	No. of Students Benefited
NIL			

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 Coordinated such activities	Number of students Participated in such activities
Road Safety Awareness Camp(14 th Sept. 2016)	DTO Chirang in collaboration with IQAC Bengtol College	Important Issues of Road Safety and Measures	15	300
Book exhibition(28-29 th Sept. 2016)	IQAC Bengtol College	Motivational books for students community	22	600
Survey of Annual Status Education Report(13-15 th Oct. 2016)	IQAC in Collaboration with NGO Pratham	Survey report	02	20
Celebration of of foundation Day of Bodo Sahitya Sobha cum Book Release(16 th Nov. 2016)	Literary Cell IQAC, Bengtol College	Observation of Foundation Day of Bodo Sahitya Sobha.	12	150
Seminar on Peace(19 th November, 2016)	IQAC in Collaboration with BGSS	Peace Building and Conflict	20	400
One Day Training programme on Bi-organic Fertilizer Production and Mushroom Cultivation.(22 nd Nov. 2016)	NSS Unit Bengtol College	Training Programme	15	230
Celebration of International	Women cell Bengtol College	Women in the changing world of work Planet 50:50	10	300

Women's Day(8 th March 2017)	in collaboration with WPCs of BTC, KAAC and ABSU	by 2030		
2 nd Annual Meet of Alumni Association Bengtol College(25 th Sept. 2016)	Alumni Association Bengtol College	Discussion about the plans and aims of activities	05	30
Awareness programme against witchs Hunting at Salbari Village(28 th Marrch, 2017)	Alumni Association Bengtol College	Legal provision against evil practices	10	40
3 rd Annual Meet of Alumni Association(18 ^t may 2017)	Alumni Association Bengtol College	Discussion about the plans and aims of activities	08	45
Three days programme on Bodoland Taekwondo Championship	Bengtol College in collaboration with Bengtol VCDC	23 rd Kyorugi and 4 th Poomsae	10	150
Celebration of Independence day(13 th , 14 th , and 25 th of August, 2016)	Eco Club, Bengtol College	Plantation and Cleanliness at college campus	20	300

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
NIL	NIL	NIL	NIL

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 /research lab with contact Details	Duration (From-To)	Participant
Nil	Nil	Nil	Nil	Nil
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 and Activities	Number of students/teachers participated under MoUs	
Mrs. Papari Barman Proprietor of shoptul.com	02-03-2017	Pradhan Mantri Kaushal Vikash Yojana 2.0	70	
CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES				
4.1 Physical Facilities				
4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year 2016-2017				
Budget allocated for infrastructure Augmentation		Budget utilized for infrastructure development		
Rs.4124012/-		Rs.3942500/-		
4.1.2 Details of augmentation in infrastructure facilities during the year				
Facilities	Existing	Newly added		
Campus area	40469sq.mt.			
Class rooms	14			
Laboratories	02			
Seminar Halls	02			
Classrooms with LCD facilities	02			
Classrooms with Wi-Fi/ LAN	02			
Seminar halls with ICT facilities	02			
Video Centre				
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	03			
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs.280000/-			
Others				

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	FULLY		2.0		2017	
4.2.1 Library Services:						
	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	10558	788117(Aproximatel y)	667	211883/-	11225	10,00000/-
Reference Books	1153 (including text book)	-	-	-	-	-
e-Books	80409	UGC-INFLIBNET N-LIST Rs.5000/	Renewed	Rs.5000/-	Annual renew	Rs.5000/-
Journals	07	Rs.10,000/-	03	Rs.1500/-	10	Rs. 11,500/-
e-Journals	3828	N-LIST Rs.5000/-	Renewed	N-LIST RS.5000/-	Annual renew	Rs. 5000/-
Digital Database	Nil	-	Nil	-	Nil	-
CD & Video	30	Free (1500)	15	Free (850)	45	Rs.2350/-
Library automation	ILMS Software SOUL 2.0 Version	Rs.35,000/	RFID-Check gate, self issue and return kiosk, OPAC, Tagging station	Rs. 50lakh (approx)		Rs.5035000/-
Weeding(Hard &Soft)	Nil	-	Nil	-	Nil	-
Others (specify)New paper	10	Rs.100/-	2	Rs.20	12	Rs.120/-

4.3 IT Infrastructure									
4.3.1 Technology Up gradation (overall)									
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	34	01	yes	yes	01	01	01	Broad Band BSNL	Jio Telicom
Added									
Total	34	01	Yes	Yes	01	01	01	Broad Band BSNL	Jio Telicom
4.3.2 Bandwidth available of internet connection in the Institution (Leased line)									
..... 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			
4.3.4 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		

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
1745000/-	952500/-	1494012/-	3190000/-
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (<i>maximum 500 words</i>) (information to be available in institutional Website, provide link):			
The procedures and policies for utilizing various facilities and maintenances of the college infrastructure and facilities are done on the priority basis placed by respective department as per the			

requirement for various purposes. There is optimum utilization of physical, academic and support facilities available within the College. The classrooms are also used extensively during the examination time, as allotted and proposed by the Examination Committee of the college, which is appointed for supervision of different examinations. Moreover, as the college has study centre of other Distance Mode of Education such as KKHSOU, D.EL.ED, IDOL, their examinations are normally held at the college as per their scheduled examinations days specially during Sundays and holidays.

The departmental electronic devices such as computers, laptops and printers are properly utilized for the day today needs of the department. These equipments are regularly inspected for proper functioning and maintenance such as repairing and updates are done by trained technician. The College also provides Wi-Fi facilities for the students and staff. Facilities such as purified drinking water cooler, solar energy and electric system are maintained in proper condition by regular maintenance and repairs as per requirement.

The College Central Library is supervised by the library advisory committee and librarian and his staff runs the library. The library is also fully automated. The register of all the books and journals are regularly updated. The college library provides the services of INFLIBNET to the students and the teachers to enable them to access various and diverse source of knowledge. The visitors provide recommendation and suggestion on the availability of books and journals in the visitor's register. The library zerox facilities are available at subsidized rate for the benefit of students.

The College canteen is monitored by the College Canteen Committee which looks after the qualitative and quantitative aspects. The canteen functions on a lease basis with private pantries. The canteen committee monitors the food qualities and the regular intervals and gives suggestion for improvement.

The College had single departmental laboratory in Education Department. The departmental laboratory functions under the strict supervision of the Head of the Department (HOD) Education.

The College has four storied girls' hostel named as The Birgwsri girls' hostel having the capacity of 70boarders. The admission process for hostel is done on merit and distance basis. The hostel is equipped with modern facilities such as running water, basic hygienic foods, internet browsing facility, and library with news papers etc. The hostel is under the supervision of the hostel sub-committee. A lady supervisor from the teaching staff is appointed as a superintendent and a lady warden as deputy superintendent who is also the care taker is stationed at the hostel to monitor and maintain healthy environment inside the hostel.

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	Nil				
Financial support from other sources					
a) National	Minority Scholarship	60	Not accountable as funds get transferred to students' account.		
b) International	Nil				
5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counseling and Mentoring etc.,					
Name of the capability enhancement scheme	Date of implementation	Number of students Enrolled	Agencies involved		
Remedial Coaching	19-08-2016	250	All H.O.D.		
Personal Counseling	30-10-2016	315	Concern department		
5.1.3 Students benefited by guidance for competitive examinations and career counseling offered by the institution during the year					
Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counseling activities	Number of students who have passed in the competitive exam	Number of students placed
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	No. of grievances redressed	Average number of days for grievance Redressal			

Nil					
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	Nil	Nil	Nil	Nil	Nil
5.2.2 Student progression to higher education in percentage during the year					
Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2016	16	B.A.	Bodo	BU, GU & Pondichery University, IDOL(GU)	MA & B.Ed.
2016	09	B.A.	English	GU, BU & IGNTU, MP	MA & LLB
2016	03	B.A.	Economics	BU	MA
2016	05	B.A.	Education	BU, USTM, Gauhati IDOL	MA & B.Ed.
2016	01	B.A.	History	Bodoland University	MA
2016	10	B.A.	Philosophy	Assam University & Pondicherry University, Candigarh University, Simla University, IDOL (GU)	MA
2016	08	B.A.	Political Science	Bodoland University, Assam	MA, MLisc,

				University, NBU, USTM, IGNTU MP	B.Ed.
2016	-	B.B.A.	Management	-	-

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	No. of Students selected/qualifying	Registration number/ roll number for the exam
NET	Nil	
SET	Nil	
SLET	Nil	
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other		

5.2.4 Sports and cultural activities / competitions organized at the institution level during the year

Activity	Level	Participants

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/ International	Sports	Cultural	Student ID Number	Name of the Student
Nil	Nil					

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

Bengtol College has an elected student's body by the name of Bengtol College Student's Union (BCSU). The Union Body comprises of executive members led by the Principal of the College as Chairperson or President. The executive body has the portfolios of 1. Vice president, 2. General secretary, 3. Assistant General Secretary, 4. Major Game Secretary, 5. Minor Game Secretary, 6. Cultural Secretary, 7. Social Service Secretary, 8. Literary Secretary, 9. Boy's Common Room

Secretary, 10.Girls' Common Room Secretary. The mission of the student union is to protect and promote the interests of the student community in the College. The Teacher in-charge is appointed by the Principal for each portfolio. The executive members of the union take an active role in organizing different events and programmes such as sports activities, cultural activities, literary programmes, awareness programmes etc, in the college campus. The union body plays an active role for the welfare of the student community. BCSU also takes active part along with IQAC in different programmes like interactive programmes, Road Safety Awareness, Swachh Bharat Abhijan, Unity Run, different seminars and workshops. They also perform activities in collaboration with some other cells of the college like NSS, Women Cells, and Extension Activity Cell. Etc. Students' union body also remains as representative of students in the college management body and activities. It has representative for the following academic administration bodies of the college such as Anti Ragging Cells, IQAC, and women cells etc. They are also actively involved in all NSS activities and help in co-ordinating various awareness programme, outreach programme and regularly plantation programme with the Eco Club. The Bengtol College students' union is also actively involved in sports and cultural activities held in the college. They organize the Annual College Week, Fresher's Social Meet, Swaraswati Puja, Pre- Christmas etc. Apart from these, they also arrange annual Educational Tour internal and external in every academic session.

5.4 Alumni Engagement

5.4.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500words): No

5.4.2 No. of enrolled Alumni: 53

5.4.3 Alumni contribution during the year (in Rupees) : 5300/-0

5.4.4 Meetings/activities organized by Alumni Association : 03

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 Principle of decentralization and active participation in the management system are essential for creating conducive atmosphere that subsequently brings all round growth and improvement of the institution by virtue of transparency and accountability. The College Governing body has firm beliefs

in practice of decentralization in the management at the college level and provides opportunities for all the concerned members, teachers and student body, for participation in decision making process through various general meeting held at the institution by adopting various resolutions and agendas after minute's discussion. The Governing Body (GB) of the college is an apex body of the College Management who is responsible for making policies, programmes, development and recruitments recommendations etc, to be undertaken in the college. The major decisions on various college related issues and actions are constructively decided in its meetings. The principal of the college is the secretary of the Governing Body and is responsible for the functioning of it. The vice principal of the college is entrusted with the responsibility to look after the Academic performance and issues as he is the head of Academic Council of the college. All the HODs are also entrusted with certain power and functions for smooth functioning at the departmental level of the college. They are also responsible for organizing various departmental activities like workshops, seminars, extension activities etc. in the departmental level. In the practice of decentralization, different cells and committees under IQAC are being formed at the college with defined power and functions. Among all these committees or cells the Internal Quality Assurance Cell (IQAC) is the most essential in the process of decentralization. The college has an internal mechanism in taking and implementing the decisions and actions in a collective and constructive way as it priorities the involvement of all the stakeholders at college level. The participative management of the college encourages the staffs and the students to participate in various levels in the execution of the college's plans and vision for "Quality Education for generation". To uphold the vision, the college management is decentralized through various Sub-Cells such as the Academic Council and it is responsible for preparation of class routine, course coordination, examinations and evaluations etc. The Construction Committee is responsible to keep an account of all the construction funding within the institution campus, the college hostel committee, NSS Cell. Grievances and redresser Cell, Counseling Cell, Anti-Ragging Cell, these sub-Cells monitor different operational aspects of the college. The composition of different Sub-cells change after every three years to ensure equal exposure of duties for academic and professional development of the faculty members.

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

Yes/No /Partial: Partial

6.2 Strategy Development and Deployment

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

❖ Curriculum Development:

The College is affiliated to Gauhati University and follows the curriculum framed/ developed by the university. The curriculum for UG and PG is imparted at the College as it is framed by the affiliating University. Accordingly, each department of the college implements the course or the curriculum as per the guidelines and even by supplementation of tutorial classes as per the routine schedule. The faculty of various departments analyse the contents of the syllabus and suggestion are given to the Academic Council /Syllabus Committee accordingly. Teachers attend workshops, seminar on different

subjects which were being held in order to familiarize with the new syllabi. However, the College also offers certificate and short term courses on Computer Applications, Mobile repairing etc.

❖ Teaching and Learning:

In every Academic Session, IQAC of the college encourages the teaching staff to orient them on latest teaching technologies methodologies. It also monitors the teaching and learning process by collecting students' feedback against each and every teacher of the college and if the necessity of improvements of teachers is diagnosed, it is communicated to the individual teacher through the principal of the college. The College prepares an academic calendar in order to execute effective teaching-learning activities in each academic session and each department prepares teaching plan. The College follows the academic calendar strictly except for unavoidable circumstances like Local holidays, band etc. For the effective implementation of teaching and learning processes, the department faculties are allotted teaching assignment through a proper distribution of the course syllabus as per their specialization and expertise in the subject. Accordingly teachers also prepare their teaching plan so that the syllabus gets covered before the main examination. Efforts are also made to make the teaching –learning process, more students centric. The progress of students is continuously assessed and evaluated through monthly class test, home assignment, sessional examinations, projects, study tours, field studies, seminars, group discussion, PPT presentation etc. to fulfill requirement as mandated by the affiliating university. The students are always encouraged to join remedial classes/ tutorial for improvement in their studies.

❖ Examination and Evaluation:

End semester examinations are conducted by the affiliating University while the college conducts sessional examination, internal assessment of the students according to the university guidelines. The Examination Committee of the college is responsible for the conduct of timely Sessional Test, Departmental Seminars, Home Assignments, Class Test etc. Each department conducts class test, unit test to evaluate the academic achievement for the students, Class test, sudden test, seminar, interactive session, practical examination, projects are conducted by the different department. The departments also conduct Tutorials/Remedial classes for the slow learners in each academic session As per the examination process some of the department assigns project works as mandatory for their students. Most of the teachers of the college are engaged in different examination works such as head examiners and scrutinizers, external of examination etc.

❖ Research and Development:

The College has a Research and Publication Cell which actively monitors and initiates plans and policies for the professional development of staffs and to promote research culture among the faculty members. The staff of the college are motivated to present papers in National and International Seminars/conferences and to publish books and articles in peer reviewed/UGC care list journals etc. The central library of the college has a special provision of an internet hub for research scholars. It also encourages the staffs to get engaged in doing researches and also to apply for minor/major research under UGC and other funding organizations. Some departments have organized national seminar on various topics. The College authority ensures prompt sanctioning of leave to staffs for participating in national and international level conference, seminars, and workshops.

To meet the staff members updated and well-informed on the notice and circulars of various funding agencies including UGC, CSIR, DSTSDBT are circulated among the faculties on regular basis. The College provides funds for organizing seminars, extension lectures in departmental level. The honours students of various departments are also engaged in project work and prepare there report according to research methodology.

❖ **Library, ICT and Physical Infrastructure / Instrumentation:**

Dr. APJ Abdul Kalam, the Central Library of the college is rich enough with adequate number of textbooks, journal and magazines, e-resources with reading rooms for students as well as for faculty members separately. There is also spacious reading room in it with the capacity of 60 persons at the first floor. The library is registered with INFLIBNET and is fully Automated. It has reprographic facility which renders service at subsidized rate for the students and the staff. The library has been digitalized. The College has 14 classrooms and two smart classrooms, which have ICT facility with fixed LCD projector. The college provides Wi-Fi facility both to students and staff within the campus and the central library of the college has separate internet connectivity to be utilized in accessing the e-resources for the benefit of both the teachers and the Students. In each new academic session, the librarian and assistant librarian conducts the library orientation programme to respective students, specially the new comers.

❖ **Human Resource Management:**

The College encourages all faculty members to pursue academic, intellectual and research related works. Besides this, college also provides computer training for Teaching and Non- Teaching staffs from time to time to build awareness and thereby to grow expertise about the technological usage and benefits. The Governing Body continuously analyses the necessity of manpower in the college. If any such manpower rather than Govt. sanctioned posts is diagnosed as needed, a detailed advertisement about the such posts is published in the local and national newspapers. The applications of qualified candidates are invited and panel interviews are conducted. The shortlisted candidates are called for the personal interviews and based on their performance in it the candidates are selected by the governing body in consultation with principal. However, such manpower are appointment purely on temporary basis.

❖ **Industry Interaction / Collaboration**

1. Formal MOUs are signed with the institutions or industries to share the knowledge and resources. The objective behind these collaborations is mainly to give exposure the college students and thereby to motivate them in understanding and acquiring the employable skills. The eminent personalities from industries are invited for encouraging and motivating the college students through awareness programmes or workshops organized by the college.

6.2.2 : Implementation of e-governance in areas of operations:
<p>❖ Planning and Development:</p> <p>E-tender is notified as per the government guidelines for all purchase of items for the College infrastructure development such as desk, bench, whiteboard, computers, books etc. and every notice related to students are uploaded in the website of the College to help administrative and academic matters. Various important information, forms, formats, notice, as well as important official documents are uploaded in the college website for easy accessibility.</p>
<p>❖ Administration:</p> <p>Notice and circulars are uploaded in the college website and communicated to different departments through email and whatsapp groups from the office of the Principal. Through whatsapp group various urgent notices and information are transmitted. The central library uses SOUL2.0 and RFID software. The IQAC notice is circulated by the co-coordinator through email and whatsapp group. The College uses Biometric System of attendance for both the teaching and non-teaching staff.</p>
<p>❖ Finance and Accounts:</p> <p>Salary of faculty members and staffs is transferred directly to their bank account. All financial matter regarding payment and salary to the staff as per the government norms are disbursed through District Treasury (Kokrajhar), government of Assam. The College also opts online transactions for most of the financial expenditures against the maintenance of the infrastructure, examination, the students' admission etc. Moreover, the students' form fill up and other fee needs to be paid directly through online mode to the University Account.</p>
<p>❖ Student Admission and Support:</p> <p>Students' admission into the college is done online and offline mode. Applications forms for admission to different course need to be submitted though the online admission mode. Merit lists are proposed and uploaded by computerized system. Post-metrics scholarship for SC, ST, OBC, Minority etc. under government schemes are also to be submitted online.</p>
<p>❖ Examination:</p> <p>Scanned copies of the result sheet for all examination BA, BBA, PG(English) are uploaded in the university web portal. The students can access all examination related documents such as admit cards, Registration Certificate, Examination forms, Time Table of examinations etc. The final mark sheets are uploaded by the affiliating University through the university portal.</p>
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	Nil

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 organized for teaching staff	Title of the administrative training programme organized for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non- teaching staff)
2016-17	Nil	Awareness of computer application for non- teaching staff	12-10-2016 to 13-10- 2016	0	08

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	Date and Duration (from – to)
OP	02	14/03/2017 to 12/04/2017

6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
23	23	10	10+1=11

6.3.5 Welfare schemes for

Teaching	Nil
Non teaching	Nil
Students	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):

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

The College handles the records of staff salaries and leaves and maintains the register of accounts for every transaction of the College. By the end of each financial year, the college conducts internal audit of the college accounts, which consists of various heads. The preparation of the internal audit of 2016-2017, is audited by C.A. Ajoydeep Das, and Associates, who are reputed chartered accountants, Gauhati, Assam. After the internal audit report is ready, it was placed before the Governing Body (G.B) meeting and after the acceptance of the report in the G.B. meeting, the Directorate of Audit (total fund) Government of Assam is

invited officially to audit the college accounts, which will conduct the external audit.				
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 fundingagencies/ individuals		Funds/ Grants received in Rs.		Purpose
Nil		Nil		Nil
6.4.3 Total corpus fund generated : Nil				
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	NA	YES	IQAC
Administrative	Yes	Ajoydeep Das is Charter Accountant		Govt. of Assam
6.5.2 Activities and support from the Parent – Teacher Association (at least three)				
<p>The IQAC of the college organizes a parents-teachers interaction programme annually in the form of Guardian meet. In such programmes suggestions from the parent relating to the overall progress of their wards, valuable suggestions and recommendations are deliberated for the improvement of the academic atmosphere. In this regard, the IQAC of the college plays the role of co-ordination for both the parties and brings out all the suggestions which are conducive for implementation. On 23rd June 2016 a guardian Meeting was held in the auditorium of College for enlightening and spreading various information to the students' guardian.</p>				
6.5.3 Development programmes for support staff (at least three)				
<p>IQAC of Bengtol college initiates programmes to familiarize its staffs with the new technology as a part of the Development Programmes for supporting staff of the college. It also arranges programmes for the benefit and making effective support staff, especially, non teaching staff to be efficient in their works through computer training programme annually.</p>				
6.5.4 Post Accreditation initiative(s) (mention at least three)				
Nil				
6.5.5				
a. Submission of Data for AISHE portal : (Yes)reference no. C-17130.				
b. Participationin NIRF : (Yes /No)no				
c. ISO Certification : (Yes/No) no				

d. NBA or any other quality audit : (Yes/No) no

6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting Activity	Duration	Number of Participants
2016-2017	I. A Program on Road Safety Awareness Camp was organized by District Transport Officer (DTO) Chirang, B.T.C. Assam in collaboration with Bengtol College Internal Quality Assurance Cell (IQAC).	14/09/2016	One Day	586
	II. IQAC in collaboration with Bengtol Anchalik ABSU organized a UGC Sponsored National Seminar on the theme of "Alcohol and Drugs Abuse: Issues and Challenges in the Contemporary Society of North-East India"	20th September 2016	One Day	689
	III. A two day Book Exhibition was held on Bengtol College Auditorium. Books and Books, a books distributor from Bongaigaon came to the college as per approached by the institute. The emphasis was given on syllabus related text books, references and other motivational books for the students community.	28th/29th September 2016	Two Days	312
	IV. Held a training programme of GUNOTSAV: 2017, Department of Elementary Education, Govt. of Assam. (Celebration of Quality Education) for giving orientation for external evaluators for assessing elementary education (Lower and Upper Primary).	20th January 2017	One Day	20
	V. College Students were involved in doing survey of Annual Status of Education Report (ASER) under the Guwahati based NGO "Pratham" from 13 th to 15 th October	13th to 15th October 2016	Three Days	09

	2016			
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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-to)	Participants
Observation of International Women’s Day	One day(08/03/2017)	351 F + 51 M =402

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

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

College arranges frequent numbers of plantation drives (e.g. as on world environment day) in order to sensitize and grow environment consciousness among the students as well as among the surrounding localities. Apart from this Eco Club and Green Audit Cell of the college also execute different activities at the college such as awareness programme on proper use of electricity and water, disposing the waste in the dustbin, minimizing the use of plastic bags etc.

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Yes	Nil
Provision for lift	No	Nil
Ramp/ Rails	Yes	Nil
Braille Software/facilities	No	Nil
Rest Rooms	yes	Nil
Scribes for examination	No	Nil
Special skill development for differently abled students	No	Nil
Any other similar facility	Medical	All the students and

				staff of the college		
7.1.4 Inclusion and Situatedness						
Enlist most important initiatives taken to address locational advantages and disadvantages during the year						
Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local Community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2016-2017	05	02	28/07/2016, 17 – 19 th Nov. 2017, 17/02/1017, 24/04/2017, 05/06/2017	1.baby food distribution, 2.special camp at adapted village, 3.training programme on disaster manegment, 4.plantation drive at adapted village, 5.observation of world environment day.	1. Health awareness, 2. Sensitization against superstitious belief and witch hunting, 3. School roof repaired at adapted village , Maojijhora.	100 100
7.1.5 Human Values and Professional Ethics						
Code of conduct (handbooks) for various stakeholders						
Title	Date of Publication		Follow up (maximum 100 words each)			
No data entered/ not applicable						
7.1.6 Activities conducted for promotion of universal Values and Ethics						
Activity	Duration(from-----to -----)		Number of participants			
1. Bodo literary day	16/11/2016		147			
2. Teachers' Day	5 th September 2016		576			
3. World Environment Day	5 th June 2017		597			

7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)
<p>The initiatives taken by the College to make the College campus Eco- friendly are as follows:</p> <p>The initiatives taken by the college to make the college campus Eco- friendly are as follows:</p> <ol style="list-style-type: none"> 1. An awareness programme was organized by Eco-club and Green audit cell on 19th of August 2016 on the theme “Effective use of College Property.” 2. Bengtol College NSS Unit organized cleanliness drive at college campus. The NSS volunteers were engaged in cleaning playground, college approached roads, auditorium, indoor stadium etc. on 1st of August 2017. 3. On 22nd of April 2017, Bengtol College NSS Unit celebrated “World Earth Day” by plantation programme and cleaning of the campus. 4. On 5th June 2017, plantation and cleanliness drives in connection with the celebration “World environment Day” organized jointly by NSS Unit and Eco- Club of Bengtol college. 5. The “Bodo Thunlai Gwthar Jwnwm San” was observed by the plantation of flower plants and saplings for the purpose of beautification of the college on 16th of November 2017. 6. Eco Club and Green Audit Cell of the college also execute different activities at the college such as awareness programme on proper use of electricity and water, disposing the waste in the dustbin, minimizing the use of plastic bags etc.
7.2 Best Practices
<p>Describe at least two institutional best practices</p> <p>Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link</p>
<p>Title of the practice no. 1: Public Awareness against the evil effects of Witchcraft Practice</p> <p>Understanding the importance of social responsibility of the college and being a premier college situated at remote and rural area, it undertakes the responsibility to generate public awareness in the surrounding area with regard to various evil practices and habits like the superstitious belief on the mystic power of witchcraft, alcohol addiction and human trafficking especially among the students community. The problem of witchcraft practice in Assam is still prevailing especially among the tribal communities, which are found to be violating the human rights in an extreme level. Therefore, the institute feels and decides to contribute something against the bad practice of witchcraft atleast within the region where the college is located by generating public awareness through various programmes and campaign drives. The college is located in the tribal dominated district of Chirang under the state of Assam. The problems of witchcraft in Assam, especially among the Tribal community, is still practiced in spite of progress in science and technology. There are frequent reports on such evil practices which violates human rights of the people under Chirang District.</p> <p>In order to generate awareness and sensitize the public of the area against such evil practices the institute has already organized UGC Sponsored national Seminar on “Witchcraft: A traditional practice and its impact on Human Rights”. Apart from this, the institute has organized awareness programmes on such evil practices in and around the area be it within the college adopted village and other surrounding localities. Responses from the public are found to be encouraging and co-operative to such programmes organized by the college. The college believes and hopes that if such programmes are conducted time to time then the public will atleast become aware and be sensitized against the evil effects of such evil practices. Further, the institute in collaboration with students’ Union Body has</p>

conducted awareness programme against such practices. The NSS Unit of the college in November 2016 has also conducted a sensitizing programme at Maozijhora village under Chirang District.

The main problem the college has to face in organizing such kind of public awareness programme is finance, because the college has to bear the expenditures from its own account. Secondly, getting public gathering in such programmes is a difficult job and takes long and meticulous planning.

Title of the practice no. 2: Creating awareness on Self Employability skills among the students community through extra curricular activities like fishery, mushroom, agricultural activities.

Along with the normal academic courses, the college has taken a noble decision to Create awareness on Self Employability skills among the students community through extra curricular activities like fishery, mushroom, agricultural activities. Such practices of the college have positively generated awareness on the importance and benefit of such activities among the students community. The college also utilizes the revenue generation from such activities for needy and poor students. To carry out these activities, the college has constructed fishery pond and has started the process of mushroom production. Moreover, the college has also started cultivation of cash crops like mustard seed and planning to cultivate different types of cash crops during the season. Beside this, the institute also has a point for Bio-organic fertilization.

The college aims to provide one time financial help to those needy students of the institute particularly from the economically poor backgrounds. This is done periodically during the new admission session of the college and during the Semester examination form fill up. Apart from this, the college endeavours to create awareness on the importance of such activities through which the students community can benefit in their academic life. In this regard, the college has organized good numbers of related programmes.

Through such practices, the college has been able to help some needy students in their academic life and also such practices have created awareness on the importance of extra-curricular activities like fishery, mushroom and agricultural activities not only among the students but also among some section of jobless youths and people of the area. However, the main problem the college has to face in executing such kind of activities is lack of man power and other necessary equipments.

7.3. Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust Provide the web-link of the institution in not more than 500 words:

The College vision is “to Impart Quality Education for Generation”.

The involvement of more stakeholders has helped the college towards the enhancement and effectiveness of decision making processes. It has also encouraged the faculty members or teachers in maintaining healthy academic standard in the college. The members of Governing Body are easily accessible for discussion and suggestion in regards to the development of the college. The introduction of ICT facilities in the college has given a positive result for the betterment of teaching learning process and most importantly the progression of students in academic pursuit. Introduction of short term computer course has also been productive for self employment and self sustenance. For peace and tranquility of the student mind, the college propagates Eco-friendly campus and the Eco-Club of the college spearheads in this matter.

The IQAC through various resolutions for the progress of the College discusses on various

issues, sorts out the solution and implements them through various stakeholders such as Governing body, Student Unions, faculty members, guardians, alumni and also through discussion and deliberations through feedback forms. Apart from this the college also put sincere efforts towards social mobilization and contribution for bringing social consciousness on the importance of education, healthy growth of the societies, and, in sensitizing against some of the prevalent anti social activities such as abuse of drugs, blind belief etc. Such activities are exemplified specially through the two college adopted villages namely, Maojijhora village and Sudempuri, Bikrampur village of Bengtol. College has also contributed for the upliftment of the village School and society as a whole. The College NSS Unit is constantly engaged in this regards. The college also helped the flood victims since the surrounding areas are flood prone areas, therefore almost at every monsoon season the college contributed some monetary and moral support to the flood victims. With the help of local Dispensary's medical personal, the college also organized timely medical awareness progrogmmes in the surrounding villages to sensitise against various seasonal diseases and specially against malaria as Bengtol is recognized to be one of the malaria prone areas of the region. The college also organized such programmes by inviting medical personals like, specialist Doctors and Nurses apart from treatments, deliberated on prevention from diseases like Japanese encephalitis, Dengue, Malaria and its related disease. The college not only imparts quality education but also indulges in the social, economic development of the society and the Area.

7. Future Plans of action for next academic year 2018-2019 (500 words)

The future plans of action for the upcoming Academic year 2016-2017 are as follows:

1. Infrastructure and Accommodation:

1. Construction of Staff Quarters.
2. Construction of Boys Hostel
3. Construction of Administrative Building.
4. Construction of Black-Top road within the surrounding college compound.
5. Introduction of Women's Study Centre (UGC).

2. Teaching Learning strategies:

1. To organize more National Seminar/Workshop on the relevant topic of the society.
2. To organize more educational tour.
3. To organize community services in the rural area.
4. To organize guardians meet.
5. To continue our endeavor for quality education for students of the area and serve the society.
 - To conduct Academic audit under the IQAC.
 - To publish Books and journals for development of research culture among the faculties.
 - To encourage and motivate the faculty members of all the departments for ICT enable teaching.
 - To organize remedial and Tutorial Classes under the initiative of IQAC.
 - To take effective and practical measures to check the drop-out rate of the students by the next session onward.

3. Extra and co-curriculum:

- To motivate the students to participate in all the co-curriculum activities, observed and organized by the College.
- To observe the national festivals, in order to create awareness and develop the sense of responsibility towards the nations.
- Plan to increase the number of enrolment in the NSS unit.
- To organized health awareness programmes, cleanliness drives in the local areas.

4. Technology upgradation:

- To upgrade the Central Library, Automation system.
- To purchase more ICT Aids.
- Installation of CCTV, at the Gate and Examination Hall and others related areas.
- Introduction of online admission for, U.G. and P.G.
- To provide E-learning facilities, at the central Library.

Name: Mr. Benedict Hajoary

Name: Dr. Ranjit Kr.Narzary

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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Abbreviations:

BU	-	Bodoland University
B.Ed	-	Bachelor of Education
CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
DU	-	Dibrugarh University
FTCP	-	Field Technician Computing & Peripherals
FTNS	-	Field Technician Network & Storage
GATE	-	Graduate Aptitude Test
GU	-	Gauhati University
MA	-	Master of Arts
MBA	-	Master of Business Administration
NET	-	National Eligibility Test
PDGCA	-	Post Graduate Diploma in Computer Application
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
