

The Annual Quality Assurance Report (AOAR) of the IOAC
(For Affiliated/Constituent Colleges)
Bengtol College, 2018-2019

Part – A

Data of the Institution

(Data may be captured from IQA)

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
- Registered e-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. Dharmendra Baro
- Phone no:

- Alternate Phone no:
- Mobile: 09101186375
- 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	C	1.80	2017	From:12-09-2017 to: 12-09-2022
2 nd				from: to:
3 rd				from: to:
4 th				from: to:
5 th				from: to:

6. Date of Establishment of IQAC:

DD/MM/YYYY: 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.	06-09-2019	All the stakeholders
II. IQAC Co-ordinator (Mr. Dharmendra Baro) addressed BA first semester students and Mr. Shahidul Islam Akand addressed BBA first semester students and informed about the syllabus and internal assessment.	6 th Sept, 2019	BA & BBA First semester students
III. IQAC Initiated the beautification of the college campus by planting trees and emphasized on pollution free environment through NSS volunteers by the plantation programme.	22 th Sept. 2019	All NSS volunteers

IV. Under the initiative of IQAC Bengtol College in collaboration, Dept. Of Education Bengtol College conducted two days Induction programme on “Teaching Learning Process”.	18-19 Sept, 2018	Teachers along with students participated in the programme.
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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*
 1. Setting up of digital library
 2. Departmental wall magazine competition
 3. Orientation programme for new comer students
 4. Preparation of prospectus and college routine and academic calendar
 5. Implementation of RUSA

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	Student hostel	MPLAD(RS)	2018-2019	30,00000.00

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

(www.bengtolcollege.ac.in)

*upload latest notification of formation of IQAC

10. No. of IQAC meetings held during the year: 04

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website: yes (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.
- Conducted several programmes in collaboration with NSS Unit.
- IQAC collects feedback forms from the students to monitor the progress and such feedbacks are analyzed for remedial measures as suggested for improvement.
- The IQAC also seeks annual reports from the HOD 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? 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: No

Date:

16. Whether institutional data to submitted AISHE: Yes

Year: 2018-2019

Date of Submission:30-09-2018

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

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.

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.

Post graduate course in English follows the Gauhati University syllabus. The faculties of English department are assigned in the curriculum delivery since 2017.

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	Skill development
Computer course	FTNS & FTCP	04-09-2019		

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
B.A., B.B.A.	UG		1 ST August 2018	UG	
Already adopted (mention the year)					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year					
No. of Students	Certificate		Diploma Courses		
30	FTNS				
30	FTCP				
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		
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: yes	Yes/ No	Yes/ No	Yes/ No	Yes/ No	
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-</p>					

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

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.

CRITERION II -TEACHING -LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year 2018-2019

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B.A.	280	248	240
B.B.A.	24	24	21
P.G.	25	20	10

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
2018-2019	B.A.-240 B.B.A.- 21	P.G.-10	23	05	23

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	20		02	02	

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 organising 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
290	23	12.60

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	00	03	00	04

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)

<i>Year of award</i>	<i>Name of full time teachers receiving awards from state level, national level, international level</i>	<i>Designation</i>	<i>Name of the award fellowship, received from Government or recognized bodies</i>

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
B.A.	384	1 st , 3 rd and 5 th	May/ June	June /July
B.B.A.	384	1 st , 3 rd and 5 th	May/ June	June /July
P.G.	384	1 st and 3 rd	May/ June	June /July
2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)				
<p>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.</p>				
2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)				
<p>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.</p>				
2.6 Student Performance and Learning Outcomes				
2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)				

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.	176	134	76.13%
384	B.B.A.	10	10	100%
384	P.G.	10	Awaiting	%
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)				
CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION				
3.1 Resource Mobilization for Research				
3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations				
Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the 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 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				
Philosophy				01				
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				06				
Political Science				01				
Boro				04				
Education				01				
Management				01				
Economics				02				
Philosophy				02				
Assamese				02				
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		14		
Presented papers		25		
Resource Persons				

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	Organizing unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities
1. Celebration of Swachh Hi- Seva on NSS Day (24-09-2018)	NSS Unit Bengtol College	08	100
2. Celebration of Gandhi Jayanti(02-10-2018)	IQAC in Collaboration with NSS Unit Bengtol College	20	300
3. Celebration of Rastriya Ekta Divas(31-10-2018)	IQAC in Collaboration with NSS Unit Bengtol College	15	350
4. Cleanliness Drive at College Campus (25-01-2019)	NSS Unit Bengtol College	20	100
5. Special 5 Days Camp at adopted village Maojjjora	NSS Unit Bengtol College in collaboration with Extension Cell Bengtol College	10	70
6. Observed World Enviroment Day by planting plants at newly adopted village Durgapur Sudempuri Village (05-06-2019)	NSS Unit Bengtol College	10	80
7. Observation of International Yoga Day (21-06-2019)	IQAC in Collaboration with NSS Unit Bengtol College	18	100

8. Celebration with Swachhata Pakhwada cum 73 rd Independence Day(15-08 2019)	IQAC in Collaboration with NSS Unit Bengtol College	20	200
9. Cleanliness Drive at College Campus (30-08-2019)	NSS Unit Bengtol College	21	300

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
Swachh Hi-Seva on NSS Day (24-09-2018)	NSS Unit of Bengtol College	Cleanliness Drive of Bengtol Bazar, Durgapur Sudempuri Village, Maojijohra village and College Campus	08	100
International Women's Day (08-03-2019)	Women Cell of Bengtol College	Lecture Series on the topic of 'Think Equal, Build Smart and Innovate for Change'	15	300
Cleanliness programme at College Campus(25-01-19)	NSS Unit of Bengtol College	Cleanliness Drives campus	20	200
World Environment Day programme (05-06-2019)	NSS Unit Bengtol College	Plantation programme at adapted Village Durgapur Sudempuri Village	10	100
Celebration of Swachhta Pakhwada cum 73 rd Independence Day (15-08-2019)	NSS Unit Bengtol College	Cleanliness drives at College Campus	15	200

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				
Budget allocated for infrastructure Augmentation		Budget utilized for infrastructure development		
Rs. 4620000/-		Rs. 4480000/-		
4.1.2 Details of augmentation in infrastructure facilities during the year				
Facilities	Existing	Newly added		
Campus area	40469sq.mt.			
Class rooms	20			
Laboratories	01			
Seminar Halls	03			
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.	04			
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs.122000/-			
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	11650	1230045/-	1608	2405032	13258	3635077/-
Reference Books	1153					
e-Books	80409	UGC-INFLIBN ET N-LIST Rs. 5000/	Renewed	Rs. 5000/	Annual renew	5000/
Journals	07	10000/-	3	Rs. 1500/-	10	11500/
e-Journals	3828	N-LIST Rs. 5000/-	Renew	N-LIST Rs.5000/-	Annual renew	Rs. 5000/-
Digital Database	Nil					
CD & Video	30	Free (1500)	15	Free (850)	45	Rs. 2350/-
Library automation	ILMS Soft SOUL2.0 version, RFID Check gate, self issue and return kiosk, OPAC, Tagging station	Rs. 5035000/-	Digital Display, book scanner, library and college indentity card printer	Rs. 150000 (Approx)		Rs. 5185000/-
Weeding (Hard Soft)	Nil					
Others (specify)New pape	10	Rs. 100/-	02	Rs. 20	12	Rs. 120/-

4.3 IT Infrastructure									
4.3.1 Technology Upgradation (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
Nil	Nil	Nil	Nil

4.4 Maintenance of Campus Infrastructure

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

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
Rs. 1700000/-	Rs.1680000/-	Rs. 2000000/-	Rs.1960000/-

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

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 to day 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 70 boarders. 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	ST, SC, OBC and Minority Scholarship	239	
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 Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Remedial Coaching	30-08-2019	All the Applicants	All H.O.D.
Personal Counseling	19-10-2019	All honours students	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
2018-2019	Nil				

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	Nil	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 2018

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2018	15	B.A.	Bodo	BU,GU,DU & IDOL(GU)	MA
2018	08	B.A.	English	BU,GU7& IDOL(GU)	MA
2018	03	B.A.	Economics	BU & IDOL(GU)	MA
2018	13	B.A.	Education	BU, GU, INGTU Amarkanta(M P), Gossaigaon B. Ed college & IDOL(GU)	MA, LLB, B.Ed, PGDCA
2018	02	B.A.	History	Bodoland University	MA
2018	04	B.A.	Philosophy	Asam University & Pondicherry University	MA
2018	08	B.A.	Political Science	BU & IDOL(GU)	MA
2018	-	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	1. Purnoshing Basumatary 2. Dwimalu Basumatary 3. Jesica Narzary 4. Mijing Basumatary 5. Nehemiah Moshahary	Roll No.06004272 Roll No.13004756 Roll No. 06005559 Roll No. 0208512123 Roll No.AM0208505577
SET		

SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other		

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year		
Activity	Level	Participants
5.2.4 Sports and cultural activities / competitions organised 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	Nil	Nil	Nil	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 regular 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 500 words): No

5.4.2 No. of enrolled Alumni: 80

5.4.3 Alumni contribution during the year (in Rupees) : 10,000/-

5.4.4 Meetings/activities organized by Alumni Association : 02

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 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 Governing Body gives advice to the Principal for the implementation of the proposals and the Principal is also the secretary of the Governing body. The Principle of decentralization and participation in the management are essential to create an atmosphere favorable for all round improvement of the administration by virtue of transparency and accountability that can be established. 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. In the practice of decentralization, different cells and committees are being formed at the college with defined power and functions and departmental level are also constituted. Among all these committees or cells the Internal Quality Assurance Cell (IQAC) is the most essential in the process of decentralization.

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 University to which the College is affiliated. 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.

❖ Teaching and Learning:

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. The IQAC analyzes the collected feedbacks from the student and encourages the faculty members to rectify their overall performances.

❖ 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. 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. As per the examination process some of the department assigns project works as mandatory for their students. The College is selected by the affiliating university as an evaluation Zone; most of the teachers 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. It 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 their report according to research methodology.

❖ Library, ICT and Physical Infrastructure / Instrumentation:

The library has about 11887 numbers of Books, with spacious reading room with the capacity of 60 persons at the first floor. The library has 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. The proposal for extension of reading rooms at the central Library has been approved at the College G.B. meeting.

❖ 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. In the College the human resources are managed amicably through substitute as an extra duty, for vacant posts college appoints guest faculties to ensure timely delivery of the syllabus. The College also appoints guest non-teaching staffs through the consultation of Governing Body whose appointment are on temporary basis.

❖ Admission of Students:

The admission to first semester students of B.A/B.B.A./M.A is entrusted to the admission committee constituted by the IQAC of the College. The admission committee formulates the criteria for admission and the notification is circulated through the college website and notice board. All the process relating to admission in both UG and PG courses is done both through online as well as offline modes. The admission of the students is strictly on the basis of merits as per the guidelines of the affiliating University and admission counseling also organized by the admission committee at the time of admission. For these all the head of the departments (HOD) are entrusted in the counseling session.

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

❖ Planning and Development:

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.

❖ Administration:

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.

❖ Finance and Accounts:

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 fills up and other fee needs to be paid directly through online mode to the University Account.

❖ Student Admission and Support:

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.

❖ Examination:

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.

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 organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2018-2019		Awareness of computer application for non-teaching staff	06-09-2018 to 07-09-2018		07

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)
One week faculty development programme, RC, OP	08	

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	Grievances and Redressal Cell

6.4 Financial Management and Resource Mobilization:

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

At the end of each financial year the institution undertakes internal audit of the college accounts, which consist of various heads. The preparation of the internal audit of 2018-2019 audited by C.A. Ajoydeep Das Chartered Accountant, Ajoydeep and Associates, Gauhati, Assam. A reputed chartered Accountant firm has been audited. 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 will be 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 funding agencies/ individuals		Funds/ Grants received in Rs.		Purpose
Nil		Nil		Nil
6.4.2 Total corpus fund generated				
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 as 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.</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)				
<p>I. Setting up basic Health Care Unit at the college and the Doctor visits on demand basis. II. Activation of online student admission and online fees payment modes. III. Provision of institutional Email-IDs for all faculty members and administrative head of the college. IV. Creating of whatsapp groups for proper communication amongst faculties' members as well as the students. V. Arrangement of students' feedback analysis through IQAC. VI. Conduct of Academic Administrative Audit (AAA), & Green Audit, etc.</p>				
6.5.5				
a. Submission of Data for AISHE portal : (Yes /No) no				
b. Participation in 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
2018-2019	I. 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 September 2018	2days	Teacher alone with student participated in the programme
	II. 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 October 2018.	6-9-2018(2hrs) 7-9-2018(PG and Library)	2days	All the stake holders
	III. IQAC Co-ordinator Mr. Dharmendra Baro and Mr. Sahidul Islam Akand address B.A. 1 st semester and BBA 1 st semester Students and informed about the syllabus and the internal assessment.	14-08-2018(45mts.)	45minutes	B.A.1 st semester students and BBA1st semester students
	IV. IQAC initiative for the beautification of the College campus by planting trees and flower plants. NSS unit in collaboration with Eco Club Cell of Bengtol College celebrated the World Environmental Days programmes	05-06-2018	1day	All NSS volunteers and Faculty

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
I. “Think Equal, Build Smart and Innovate for Change”	08-03-2019(1:00 pm to 3:00pm)	180
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		
7.1.3 Differently abled (Divyangjan) friendliness		
Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Yes	Nil
Provision for lift	Yes	Nil

Ramp/ Rails	Yes	
Braille Software/facilities	No	
Rest Rooms	Yes	
Scribes for examination	No	
Special skill development for differently abled students	No	
Any other similar facility	Medical	

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
2018-2019	Adaptation of two villages namely 1. Bikrampur Sudempuri village, Bengtol 2. Maojjhora village, Bengtol	Contribution towards the upliftment of Educational institution and the awareness programmes	2 day each	L.P. School roof repaired and initiative taken on awareness programme and cleanliness drives, plantation	Maojjhora School roof repaired, Maojjhora. Medical camp held Durgapur Sudempuri village.	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
Bodo literary day	16/11/2018	200

7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)

These are the initiatives taken by the institution to make the college campus eco- friendly are as follows:

1. An awareness programme was organized by eco-club and green audit cell on 18th of March 2019 on the theme "Climate change and Assam"
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 25th of January 2019.
3. On 12th August 2019 a special class was conducted for the 3rd semester students to create

awareness on proper use of electricity, water, disposing the wastes to the dustbin, rain water harvesting, minimizing the used of plastic bags etc. by Bengtol College Eco-Club and Green Audit Cell.

4. On 5th June 2019 plantation and cleanliness drives at College Campus in connection with the celebration of “World environment Day” was organized jointly by NSS Unit and Eco- Club Cell of Bengtol College.

5. The “Bodo Thunlai Jwnwm San” was observed by the plantation drive at College on 16th of November 2018.

7.2 Best Practices

Describe at least two institutional best practices

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

1.Student’s seminar organized regularly in the College:

The college has a mission for all-round development of the students. The holistic framework of the College is to give the students an opportunity for self assurance and to create self confident amongst the students. The College as well as the departments organize seminars in a regular basis and the students are encouraged to present their papers on various topics by writing in an appropriate seminar format and thereby creating confidence and self assurance in their outlook. The Department faculty members judge and rectify them. The concerned department also invites teachers from other disciplines to be part of the seminar so that they could share their experience thereby to induce and enhance the students’ knowledge and capabilities.

2. Swachh Bharat Abhiyan:

The main objective of the Swachh Bharat Abhiyan is the maintenance of cleanliness in the institution and also towards the society. The objectives is to create an awareness and maintenance of cleanliness for the students community, faculty members and the staff to uphold a hygienic way of life through clean surroundings and clean sanitation facilities within the campus. Through implementation of Swachh Bharat Abhiyan practices the student and the public could adopt a simple act, such as the habit of using dustbin and using of hand wash etc. These simple acts help to create long lasting habit of cleanliness and the will to remain Swachh both physically and mentally. In this connection, cleanliness activity under Swachh Bharat Abhiyan, the College student and the College NSS Unit also took an active part in cleaning the college campus, plantations programme and on such occasions the NSS unit and the students along with the faculty members also carried out cleanliness drive at Bengtol Bazar and surrounding areas. The College also funded for the approach road to be cemented and installing of road side dustbin at Bengtol bazaar in the year 2018. And for this act the road is named after the College, which is known as Bengtol College road.

Depending on the situation, the College also fills-up the pot holes of the Bengtol road time to time and along with this the road side tree plantations are also practiced. These extension activities of cleanliness drives by the College are carried out under the banner of Swachh Bharat Abhiyan. Apart from this, the Social Service Cell also carried out cleanliness drives in the College Campus. The NSS Unit of the College spearheaded the implementation of the cleanliness drives. Thus, the College is able to create awareness amongst the students as well as among the other adjoining societies of the areas through such programmes

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 “To Impart Quality Education for Generation”.

The involvement of more stakeholders has helped the college for the enhancement and effectiveness in the 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 with regards to the development of the college. An introduction of ICT facilities enables student progression. And introduction of short term computer course has 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. In this regard college plays a pivotal role in developing responsibility and creating consciousness towards value education among the student community.

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, Maojihora 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.

8. Future Plans of action for next academic year 2019-2020 (500 words)

The future plans of action for the upcoming Academic year 2019-2020 are as follows:

1. Infrastructure and Accommodation:

- Plan for construction and expansion of Class Rooms.
- Repairing and renovation of the existing class room.
- Plan to construction of waiting seat outside the main gate.
- Completion of early up gradation of gymnasium room.
- Extension of cycle stand for student.

- Construction of boys hostel.

2. Teaching Learning strategies:

- Plan to publish College Journal.
- To motivate the students for using e-library
- To organize inter-disciplinary workshop, seminar etc.
- Plan to organize remedial and tutorial classes for slow learners.
- To publish books, journals for the development of research culture among the faculties and students.
- To encourage and motivate the teachers for all the departments for ICT enable teaching.
- adaptation of innovative measures for mentoring and supervising the students by the departmental faculty members and creating conducive academic environment.
- To initiate to organize departmental seminar for the students at the regular interval that they may able to interaction express themselves confidently.
- To make home assignment mandatory as a part of the internal assessment.
- To take stringent measures to overcome the drop- out rate of the students.

3. Extra and co-curriculum:

- Plan to Introduce of computer certificate course.
- To motivate the NSS Volunteers and students to be ever vigil and participate in the case of natural disaster such as flood and Prone Zone.
- Plan to organized welfare based activities for the social-economical issue relating to rural women status and organized such activities with institute women cell.
- To organize district level inter-college cultural exchange programme.
- Plan to introduce coaching centre in the college campus for different competitive examinations.
- Plan to adopt one more village as adopted village.

4. Technology up gradation:

- Plan for complete library automation and infrastructure up gradation.
- Plan to upgrade wifi-facilities for the student and staff within the campus.
- To install smart board for power point presentation in the class rooms.
- To purchase more ICT Aids.

Name: Mr. Dharmendra Baro

Name: Dr. Ranjit Kr.Narzary



Co-ordinator, IQAC
Bengtol College, Bengtol

Signature of the Coordinator, IQAC



Principal,
Bengtol College
Bengtol.

Signature of the Chairperson, IQAC

Abbreviations:

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
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
