# The Annual Quality Assurance Report (AQAR) of the IQAC
## *(For Affiliated/Constituent (UG) Colleges)*

Colleges Accredited by NAAC needs to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2020 to June 30, 2021)*

### *(With effect from academic year 2020-21)*

# Part – A

### Data of the College

*(Data may be captured from IIQA)*

**1.** Name of the College: Bengtol College

- Name of the Head of the College: Dr. Ranjit Kr. Narzary

- Designation:  Principal

- Does the College function from own campus: Yes

- Phone no./Alternate phone no: 03661264901

- Mobile no.: 9435326513

- Registered e-mail: bengtolcollege@gmail.com

- Alternate e-mail: iqacbc17@gmail.com

- Address        : Bengtol College, Bengtol

- City/Town    : Bongaigaon

- State/UT      : Assam

- Pin Code      :783394

**2.** Collegeal status:
- Affiliated /Constituent: Affiliated
- Type of College: Co-education/Men/Women: Co-education
- Location :Rural/Semi-urban/Urban: Rural
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self-financing (please specify): UGC 2f and 12(B)
- Name of the Affiliating University: Bodoland University
- Name of the IQAC Coordinator: Dr. Mallika Basumatary
- Phone no. :

- Alternate phone no.

- Mobile:  9954012339

- IQAC e-mail address: bengtolcollege@gmail.com

- Alternate e-mail address: iqacbc17@gmail.com

**3.** Website address:

Web-link of the AQAR: (Previous Academic Year):

For ex. -

**4.** Whether Academic Calendar prepared during the year? Yes/No: Yes

, if yes, whether it is uploaded in the Collegeal website:

Web link:

**5.** Accreditation Details:

| Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|---|---|---|---|---|
| 1st | C | 1.80 | 2017 | From: 12-09-2017 to  12-09-2022 |
| 2nd | | | | from: |
| 3rd | | | | from: |
| 4th | | | | from: |
| 5th | | | | from: |

**6.** Date of Establishment of IQAC:    DD/MM/YYYY:  13-03-2013

**7.** Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

| College/ Department/Faculty | Scheme | Funding agency | Year of award with duration | Amount |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

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

**9.** No. of IQAC meetings held during the year: 4

Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the College website?
Yes/No……Yes……
   (If No, please upload the minutes of the meeting(s) and Action Taken Report.)

**10.** Whether IQAC received funding from any of the funding agency to support its activities during the year? Yes/No:    No

      If yes, mention the amount:        Year:

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

- Visited all the departments as part of the Internal Academic Audit and placed the report.

- Conducted several programmes in collaboration with NSS Unit.

- IQAC collects feedback forms from the students and such feedbacks are analyzed for suggestions through which remedial measures for improvement in teaching learning process. The IQAC also seeks annual reports from the HOD to evaluate the progress of teaching learning-process.

**12.** 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. Online access for admission to be provided to the students. | 1. Online access for admission is provided to the students. |
| 2. Pre-Admission Counseling Programme | 2. Counseling for fresh students was conducted. |
| 3. One day National Webinar on various issues like impact of lockdown and on the awareness in the usages of online class during the Covid-19 pandemic. | 3. Several numbers of online webinar and online classes were held during the pandemic period. |
| 4. Preparation AQAR for the upcoming NAAC Assessment | 4. The process is full-swing. |
| 5. Upgrading infrastructure and take necessary action to the maintenance of cleanliness and social-distance norms during the pandemic period. | 5. The College is sanitized and all the necessary precautionary measures are strictly followed and vaccination of all the staffs and students are arranged. |

**13.** Whether the AQAR was placed before statutory body?    Yes /No:

    Name of the statutory body:        Date of meeting(s):

**14.** Whether Collegeal data submitted to AISHE: Yes

     /No: Yes    Year: 2020-21

     Date of Submission: 09/02/2022

## Extended Profile of the College

### 1. Programme:

Number of courses offered by the College across all programs during the year

| Year | 2020-21 |
|--------|---------|
| Number | 06 |

### 2. Student:

Number of students during the year.

| Year | 2020-2021 |
|--------|-----------|
| Number | 791 |

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

| Year | 2020-2021 |
|--------|-----------|
| Number | 49 |

Number of outgoing/ final year students during the year

| Year | 2020-2021 |
|--------|-----------|
| Number | 178 |

### 3. Academic:

Number of full time teachers during the year

| Year | 2020-21 |
|--------|---------|
| Number | 27 |

Number of Sanctioned posts during the year

| Year | 2020-21 |
|--------|---------|
| Number | 02 |

### 4. College:

Total number of Classrooms and Seminar halls   28

Total expenditure excluding salary during the year (INR in lakhs)

| Year | 2020-2021 |
|-------------|-----------|
| Expenditure | 5435000/- |

Total number of computers on campus for academic purposes:  68

# PART B

## Criterion 1 – Curricular Aspects

## Key Indicator – 1.1 Curricular Planning and Implementation

| Metric No. | |
|---|---|
| **1.1.1.**<br><br>Q<sub>l</sub>M | ***The College ensures effective curriculum delivery through a well planned and documented process*** (Write description of initiatives in not more than 200 words):<br><br>The College ensures effective curriculum delivery strategies by following the academic calendar provided by the university. The College analyzes different activities based on the needs of the students before the commencement of every semester year and plans co-curriculum prescribed by the affiliated university. The Academic Cell of the College plans the curriculum in such a way that it includes different events, activities related to the designed syllabus. The departmental head or HOD distributes the syllabus among the faculty members. The Academic Cell prepares the class routine at the beginning of every semester. Accordingly each department prepares their teaching plan, project work and practical activities by allotting terms wise topics to the students within the class routine frame by the Academic Cell. The different interactive activities like classroom teaching, departmental seminar, group discussion, power point presentation, quiz, debates, class test, sessional test etc. are deliberating plans and conducted accordingly. All the students of the College are being given opportunity to develop their cognitive, affective and psychomotor aspects through curriculum and co-curricular activities. Apart from this, periodic tutorial classes and remedial classes, MCQ examinations are conducted in order to clarify doubt and also assist the students in understanding the topics taught. The Teachers put on all efforts to ensure quality enhancement of academic growth of students and to ensure timely completion of assigned syllabus. The Academic Cell takes different measures like conducting periodic meetings, supervision and revision of curriculum through faculty members.<br><br>**File Description**<br>• Upload relevant supporting document<br>• Link for Additional information |
| **1.1.2.**<br><br>Q<sub>l</sub>M | ***The College adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)*** *(*Write description in maximum of 200 words):<br><br>The College is affiliated to the Bodoland University; the College follows the evaluation norms of the University accordingly. At the beginning of the session the Academic Cell prepares an Academic Calendar based on the calendar prescribed by the affiliating University. The Academic Calendar includes various dates, time-table for internal examination, seminars, workshops and curriculum, events and co-curricular activities. The College conducts department wise internal assessment according to the prepared academic calendar. Besides these, formal assessment, revision works, class-test, home-assignment, departmental seminar are integral part of the teaching-learning process. To decrease the workload of the student by means of CIE by taking number of small tests such as unit test, class test, assignment, project, group discussion, departmental seminar, |

home task, field trip and prepare report on it etc. throughout the year in place of single test at the end of the academic year and grades were awarded to students based on their performances. This helps the students who are not good in academics to show their talent in other fields such as arts, sports, music, athletics etc. and also helps to motivate the students who have a thirst of knowledge. During the pandemic period, a continuous online mode of evaluation was put in place for all semesters. The faculty members also prepared question bank of their courses. Through all such process of continuous internal evaluations are implemented.

**File Description**

- Upload relevant supporting document
- Link for Additional information

| 1.1.3. QnM | *Teachers of the College participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year* |
|---|---|

| Year | 2021-21 |
|---|---|
| **Number** | 25 |

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

**Options**

1. All of the above
2. Any 3 of the above
3. Any 2 of the above
4. Any 1 of the above
5. None of the above

| | |
|---|---|
| | Data requirement: (As per Data Template) <br><br> • Number of teachers participated <br> • Name of the body in which full time teacher participated <br> • Total number of teachers <br><br> Documents: Upload the scanned copies of the letters issued by the affiliating university / Colleges w.r.t the activity in which the teachers are involved. <br><br> **File Description:** <br><br> • Details of participation of teachers in various bodies/activities provided as a response to the metric <br> • Any additional information |

## Key Indicator- 1.2 Academic Flexibility

| Metric No. | |
|---|---|
| **1.2.1.** <br><br> **Q$_n$M** | ***Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented*** <br> Number of Programmes in which CBCS/ Elective course system implemented. <br><br> <table><tr><td>**Year**</td><td>2021</td></tr><tr><td>**Number**</td><td>03</td></tr></table> <br><br> Data Requirement: (As per Data Template) <br> • Name of all Programmers adopting CBCS <br> • Name of all Programmes adopting elective course system <br> **File Description (Upload)** <br> • Any additional information <br> • Minutes of relevant Academic Council/ BOS meetings <br> • Collegeal data in prescribed format (Data Template) |
| **1.2.2.** <br><br> **QnM** | ***Number of Add on /Certificate programs offered during the year*** <br> ***: How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)*** <br><br> ***The template is combined with 1.2.3*** <br> <table><tr><td>**Year**</td><td>2020-21</td></tr><tr><td>**Number**</td><td>03</td></tr></table> <br> • *Names of the Add on /Certificate programs with 30 or more contact hours* <br> • *No. of times offered during the same year* <br> • *Total no. of students completing the course in the year* <br><br> ***File Description (Upload)*** <br> • *Any additional information* <br> • *Brochure or any other document relating to Add on /Certificate programs* <br> • *List of Add on /Certificate programs (Data Template )* |

| 1.2.3<br><br>QₙM | *Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year*<br><br>1.2.3.1. Number of students enrolled in subject related Certificate or Add-on programs during the year |
|---|---|

| Year | 2020-21 |
|---|---|
| **Number** | 72 |

Data Requirement: (As per Data Template)
- Total number of students enrolled in certificate / Add –on programs
- Total number of students across all the programs

**File Description (Upload)**
- Any additional information
- Details of the students enrolled in Subjects related to certificate/Add-on programs

## Key Indicator- 1.3 Curriculum Enrichment

| Metric No. | |
|---|---|
| **1.3.1.**<br><br>**Q₁M** | *College integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum* Upload a description in maximum of 200 words.<br><br>The College offer different programmes through its curriculum and co-curricular activities which integrated issues related to gender, environment sustainability, human values and professional ethics. It ensures not only effective curriculum delivery but also makes different initiative to impart a holistic education throughout the session. Through these programmes universal moral and social values, gender sensibility and environmental consciousness are inculcated. The following programmes are undertaken by the College as follows:<br>1.Observation of Women's Day<br>2.Gender sensitization programmes like lectures, seminar and workshop<br>3. NSS activities like village adaptation, plantation drive, cleanliness, health awareness, community outreach and other social welfare programmes.<br>4. The field work through environmental studies, Plantations, observation of world environmental day are observed by the NSS, Eco-Club and Green-Audit Cell.<br>5. The College inculcates human values, sense of nationalism through the departments. Different activities had been initiated by the departments like Constitution Day, Independence Day, Republic Day, and Voter awareness Programme etc. |

| | |
|---|---|
| | **File Description (Upload)**<br>• Any additional information<br>• Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. |
| **1.3.2.**<br><br>**QnM** | *Number of courses that include experiential learning through project work/field work/internship during the year*<br><br>1.3.2.1 : Number of courses that include experiential learning through project work/field work/internship during the year<br><br><table><tr><td>**Year**</td><td></td></tr><tr><td>**Number**</td><td></td></tr></table><br><br>Data requirement for year: (As per Data Template)<br>• Name of the Course<br>• Details of experiential learning through project work/field work/internship<br>• Name of the Programme<br><br>**File Description:**<br>• Any additional information<br>• Programme / Curriculum/ Syllabus of the courses<br>• Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses<br>• MoU's with relevant organizations for these courses, if any<br>• Number of courses that include experiential learning through project work/field work/internship (Data Template) |

| 1.3.3.<br><br>Q$_n$M | *Number of students undertaking project work/field work/ internships* |
|---|---|
| | 1.3.3.1. Number of students undertaking project work/field work/ |

<table>
<tr><td>Year</td><td>2020</td></tr>
<tr><td>Number</td><td>71</td></tr>
</table>

Data Requirement: ( As per Data Template)
- Name of theprogramme
- No. of students undertaking project work/field work /internships

**File Description:(Upload)**
- Any additional information
- List of programmes and number of students undertaking project work/field work/ /internships (Data Template)

## Key Indicator- 1.4 Feedback System

| Metric No. | |
|---|---|
| 1.4.1.<br><br>Q$_n$M | *College obtains feedback on the syllabus and its transaction at the College from the following stakeholders*<br>*1) Students 2)Teachers 3)Employers 4)Alumni*<br><br>**Options:**<br>  A.  All of the above<br>  B.  Any 3 of the above<br>  **C.**  Any 2 of the above     **Choose any one**<br>  D.  Any 1 of the above<br>  E.  None of the above<br>Data Requirement:<br>Report of analysis of feedback received from different stakeholders<br><br>**File Description**<br>  •  URL for stakeholder feedback report<br>  •  Action taken report of the College on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)<br>  •  Any additional information(Upload)<br>  **(Note: Data template is not applicable to this metric)** |
| 1.4.2<br><br>Q$_n$M | *Feedback process of the College may be classified as follows:*<br>**Options:**<br>  A. Feedback collected, analyzed and action taken and feedback available on website<br>  B. Feedback collected, analyzed and action has been taken<br>  C. Feedback collected and analyzed<br>  D. Feedback collected<br>  E. Feedback not collected<br>Documents:<br>Upload Stakeholders feedback report, Action taken report of the institute on it as stated in the minutes of the Governing Council, Syndicate, Board of Management<br>**File Description**<br>  •  Upload any additional information<br>  •  URL for feedback report<br>  **(Note: Data template is not applicable to this metric)** |

## Criterion 2- Teaching- Learning and Evaluation

## Key Indicator- 2.1 Student Enrolment and Profile

| Metric No. | |
|---|---|
| **2.1.1.**<br><br>**QnM** | **Enrolment Number**<br><br>Number of students admitted during the year<br><br>| Year | | 2020-21 |<br>|---|---|---|<br>| Number | | 352 |<br><br>2.1.1.1. Number of sanctioned seats during the year<br><br>| Year | 2020-21 |<br>|---|---|<br>| Number | 380 |<br><br>Data Requirement last completed academic year.<br>   • Total number of Students admitted<br>   • Total number of Sanctioned seats<br>File Description:<br>   • Any additional information<br>   • Collegeal data in prescribed format |
| **2.1.2.**<br><br>**Q$_n$M** | ***Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)***<br>Number of actual students admitted from the reserved categories during the year<br><br>| Year | |<br>|---|---|<br>| Number | 2020-21 |<br>| | 49 |<br><br>Data requirement for year: (As per Data Template)<br>   • Number of Students admitted from the reserved category<br>   • Total number of seats earmarked for reserved category as per GOI or State government rule<br>**File Description: (Upload)**<br>   • Any additional information<br>   • Number of seats filled against seats reserved (Data Template) |

## Key Indicator - 2.2. Catering to Student Diversity

| Metric No. | |
|---|---|
| **2.2.1.**<br><br>**Q$_l$M** | ***The College assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners***<br>(Write description in maximum of 200 words)<br><br>The Students from various socio-economic backgrounds are admitted in the College. The College takes positive measure to assess the learning level of the students. The College organizes various special programmes for advanced learner and slow learners.<br>**For Advance learners approaches:**<br>1. Encouraging the students to participate in group discussion debate, quiz, seminar |

presentation to develop analytical and problem solving abilities.

2. Organizes workshop, seminar to improve the communication and presentation skill and personality development.

3. Provision of free internet access facilities.

5. Provides opportunities for more challenging works in the form of project works and home assignments.

6. Offering special counseling for competitive examination or better planning and development.

4. Provides well stock library facilities with updated and advanced reference books and material.

**For Slow Learners following steps are taken:**

1. Tutorial, discussion, interaction, remedial classes and coaching.

2. Concept clarification and problem solving exercises.

3. Availability of teachers beyond scheduled class hour to take counseling classes.

4. Monitoring the progress of the students through assignment and Group discussion to overcome their problems.

5. Enhancement of communication skill and the art of reading- writing abilities.

 **File Description:**
- Past link for additional Information
- Upload any additional information

| 2.2.2. | *Student- Full time teacher ratio (Data for the latest completed academic year)* |
|---|---|
| $Q_nM$ | |

| Year | 2020-2021 |
|---|---|
| **Number of Students** | 191 |
| **Number of teachers** | 29.29 |

Data requirement:

- Total number of Students enrolled in the Institution
- Total number of full time teachers in the Institution

Formula: Students: teachers

**File Description (Upload)**

- Any additional information

**(Note: Data template is not applicable to this metric)**

## Key Indicator- 2.3. Teaching- Learning Process

| Metric No. | |
|---|---|
| **2.3.1.** $Q_lM$ | *Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning Experiences* (Upload a description in maximum of 200 words): |

The College adopts holistic approach emphasizing on student centric learning through various methods such as group discussion, quiz, seminar and project works, participative learning and problem solving methodologies. The College organizes different activities for participative learning and problem solving learning through field visits, educational tours, and faculty exchange programme and student exchange programme. Students are also given individual project work and home assignment, focusing self study to encourage independent learning. Different student support systems are available in the College like fully automated library, computer lab, language lab, reading room, smart class room. Besides these students also can avail the opportunities to get life-skill training such as Self Defense, First Aid, Swach Bharat and Personal Health Hygiene and sanitation. The students of this College are also engaged in different curricular and co-curricular activities, which are based on student centric learning. These activities play an integral role in nurturing the talent and creation of leadership capabilities among the students. To develop creative thinking abilities, aptitudes of the students, different activities are organized from time to time under the interaction of various cells. The College works untiringly to fulfill the student centric learning.

**File Description:**

- Upload any additional information
- Link for additional information

| **2.3.2.** $Q_lM$ | *Teachers use ICT enabled tools for effective teaching-learning process.* (Write description in maximum of 200 words): |
|---|---|

The College used many ICT tools that can be implemented successfully in teaching learning process. The College has different ICT tools like projector, smart board, computer, laptop, internet, pen drive, webcam, digital camera etc. Faculties used these tools to motivate, self learning, self development in learning and enabling students to acquire much information. Through the different software's available in the College enabled the students to enhance or support in-depth

| | learning. The Academic year 2020-21 was completely affected by covid-19 pandemic. As a consequence, teachers used ICT tools such as power point presentations in their virtual mode of teaching. Students are counseled with the help of Zoom/ Google meet platform during pandemic period. |
|---|---|
| | **File Description**<br>• Upload any additional information<br>• Provide link for webpage describing the ICT enabled tools for effective teaching-learning process. |
| **2.3.3.**<br><br>**QₙM** | *Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )*<br><br>Number of mentors Number of students assigned to each Mentor<br><br>| **Year** | 2020 |<br>|---|---|<br>| **Number of** | 27 |<br><br>Formula: Mentor : Mentee<br><br>**File Description**<br>• Upload, number of students enrolled and full time teachers on roll.<br>• Circulars pertaining to assigning mentors to mentees<br>• mentor/mentee ratio<br>**(Note: Data template is not applicable to this metric)** |

## Key Indicator- 2.4 Teacher Profile and Quality

| Metric No. | |
|---|---|
| **2.4.1.**<br><br>**Q$_n$M** | *Number of full time teachers against sanctioned posts during the year*<br><table><tr><td>**Year**</td><td>2020-21</td></tr><tr><td>**Number**</td><td>02</td></tr></table><br>Data requirement for year (As per Data Template)<br>• Number of full time teachers<br>• Number of sanctioned posts<br>**File Description (Upload)**<br>• full time teachers and sanctioned posts for year (Data Template)<br>• Any additional information<br>• List of the faculty members authenticated by the Head of HEI |
| **2.4.2.**<br><br>**Q$_n$M** | *Number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)*<br>2.4.2.1. Number of full time teachers with *Ph. D. / D.M. / M.Ch. / Superspeciality / D.Sc. / D.Litt.* during the year<br><table><tr><td>**Year**</td><td>2020-21</td></tr><tr><td>**Number**</td><td>00</td></tr></table><br>Data requirement for year: (As per Data Template)<br>• Number of full time teachers with PhD./ D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. /D.Litt.<br>• Total number of full time teachers<br>**File Description (Upload)**<br>• Any additional information<br>• List of number of full time teachers with *Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt.* and number of full time teachers for year(Data Template) |
| **2.4.3.**<br><br>**Q$_n$M** | *Number of years of teaching experience of full time teachers in the same College (Data for the latest completed academic year)*<br>: Total experience of full-time teachers<br><table><tr><td>**Year**</td><td>2020-21</td></tr><tr><td>**Number**</td><td></td></tr></table><br>Data requirement for year (As per Data Template)<br>• Name and Number of full time teachers with years of teaching experiences<br>**File Description: (Upload)**<br>• Any additional information<br>• List of Teachers including their PAN, designation, dept. and experience details(Data Template) |

## Key Indicato -2.5. Evaluation Process and Reforms

| Metric No. | |
|---|---|
| **2.5.1.**<br><br>**Q₁M** | *Mechanism of internal assessment is transparent and robust in terms of frequency and mode* (Upload a description not more than 200 words):<br><br>Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Internal assessment are conducted at appropriate time, the examination conduct cell coordinates all the internal examinations of the College before the commencement of the examination schedule by the affiliated university. Examination cell, notifications on date for internal Assessment notice is circulated to each department. The preparation for examination such as setting of question papers, evaluation of answer scripts within the appropriate time as notified are executed by each department. The evaluated answer scripts of the internal examination are analyzed by each department. The teacher helps in grading the correct essence of the question asked which are analyzed at the classroom on the basis of the internal examination. The internal examination is a component of the university examination. The mark are not communicated to the student, questions analysis at held the classroom after the internal examination, thereby the student could grasp the essence of the subject and introspect themselves to improved in their very understanding.<br><br>**File Description:**<br>• Any additional information<br>• Link for additional information |
| **2.5.2.**<br><br>**Q₁M** | *Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient* (Upload a description not more than 200 words):<br><br>Mechanism to deal with internal examination relating to grievances and mechanisms for redressal of grievances with references to evaluations are received after the declaration of result by the university. Those grievances with regards to error in the internal assessment marks and correction of names etc. are immediately addressed and disposed for submission to the university by the concerned Examination Cell. The College Grievances and Redressal Cells coordinate for the disposal of student grievances wherever deemed necessary and the required documents are submitted by the student. The close and continuous communications is managed by the Grievances and Redressal Cells with the university, for speedy disposal of grievances and for any discrepancy in the issue of examination results and the department concerned cooperates and render help to the student's grievances.<br><br>**File Description:**<br>• Any additional information<br>• Link for additional information |

## Key Indicator- 2.6 Student Performance and Learning Outcome

| Metric No. | |
|---|---|
| 2.6.1.<br><br>Q<sub>l</sub>M | *Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the College.* Describe Course Outcomes (COs) for all courses and mechanism of communication within a minimum of 200 characters and maximum of 200 words:<br><br><br>The College follows the syllabus prescribed by the affiliating university. The stated learning outcome attributes are integrated to the assessment process of the syllabus. The College ensures the completion of the syllabus through a teaching plan. The Principal and academic cell in coordination with the head of the department's HODs monitors the execution of the assigned syllabus for the completion in time.  The following mechanism is followed by the College to communicate the learning outcomes to the teachers and the students. Hard copy of syllabus is available in the departments. Learning outcomes of the programme and courses are displayed on the departmental wall magazine. The importance of learning outcomes has been communicated to the teachers in every IQAC meeting and college general meeting. The students are also made aware of the same through tutorial classes.<br><br>**File Description:**<br>• Upload any additional information<br>• Past link for Additional information<br>• Upload COs for all courses (exemplars from Glossary) |
| 2.6.2.<br><br>Q<sub>l</sub>M | *Attainment of Programme outcomes and course outcomes are evaluated by the College.* Describe the method of measuring the level of attainment of POs , PSOs and COs in not more than 200 words.<br><br>The College follows the syllabus prescribed by the affiliating university. The Academic Cell ensures the completion of the prescribed syllabus and courses through a teaching plan. The attainment level of Programme Outcomes and Course outcomes identify the unique knowledge and skills expected to be gained from a given course. Programme Outcomes are statements that describe what students are expected to know after the completion of specific programme. Measurement of attainment of Course Outcome is done through formative and summative methods. Continuous and comprehensive evaluation is done regularly to know the attainment level of the students. The class test is scheduled by the teachers and after the valuation the analysis is done after which the strategy for improvement is made. Group discussion and seminars are organized and each student is made to participate compulsorily in these. Through the seminars and group discussions, the thinking process of the students is also assessed and the skills and knowledge is tested. Home assignments and class assignments are given to all the students. Sessional examinations and Semester examinations for the courses having semester pattern and annual examination for the courses having annual pattern are conducted. Analysis of students' performance in internal test is done. The College considered Feedback from the stakeholders for the attainment of POs, PSO and Cos. Placement cell took the review of the students' progression to higher studies and their placement.<br>**File Description:** |

|  | • Upload any additional information<br>• Paste link for Additional information |
|---|---|

| 2.6.3. QₙM | *Pass percentage of Students during the year* |
|---|---|
| | Total number of final year students who passed the university examination during the year |
| | Total number of final year students who appeared for the university examination during the year |

| Previous completed academic year-2020-21 | |
|---|---|
| **Number of students appeared** | 200 |
| **Number of students passed** | 169 |

Data Requirement (As per Data Template)
- Programme code
- Name of the Programme
- Number of Student appeared
- Number of Students passed
- Pass percentage

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

## Key Indicator- 2.7 Student Satisfaction Survey

| Metric No. | |
|---|---|
| 2.7.1 QₙM | *Student Satisfaction Survey (SSS) on overall Collegeal performance (College may design its own questionnaire) (results and details need to be provided as a weblink)* |

## Criterion 3- Research, Innovations and Extension

## Key Indicator 3.1- Resource Mobilization for Research

| Metric No. | |
|---|---|
| **3.1.1.**<br><br>**QₙM** | *Grants received from Government and non-governmental agencies for research projects / endowments in the College during the year (INR in Lakhs)*<br>: Total Grants from Government and non-governmental agencies for research projects / endowments in the College during the year (INR in Lakhs)<br><br>{TABLE1}<br><br>Data requirement for year: (As per Data Template)<br>• Name of the Project/Endowments<br>• Name of the Principal Investigator<br>• Department of Principal Investigator<br>• Year of Award<br>• Funds provided<br>• Duration of the project<br>• Name of the Project/Endowments<br>**File Description(Upload)**<br>• Any additional information<br>• e-copies of the grant award letters for sponsored research projects /endowments<br>• List of endowments / projects with details of grants(Data Template) |
| **3.1.2**<br><br>**QₙM** | *Number of departments having Research projects funded by government and non government agencies during the year*<br>: Number of departments having Research projects funded by government and non-government agencies during the year<br><br>{TABLE2}<br><br>Data requirement for year: (As per Data Template)<br>• Name of Principal Investigator<br>• Duration of project<br>• Name of the research project<br>• Amount / Fund received<br>• Name of funding agency<br>• Year of sanction<br>• Department of recipient<br>**File Description(Upload)**<br>• List of research projects and funding details (Data Template)<br>• Any additional information<br>• Supporting document from Funding Agency<br>• Paste link to funding agency website |

Table (3.1.1):

| Year | 2020-2021 |
|---|---|
| **(INR in Lakhs):** | Nil |

Table (3.1.2):

| Year | 2020-2021 |
|---|---|
| **(INR in Lakhs):** | Nil |

| 3.1.3 QnM | Number of Seminars/conferences/workshops conducted by the institution during the year |
|---|---|
| | 3.1.3.1: Total number of Seminars/conferences/workshops conducted by the institution during the year |

| Year | 2020-21 |
|---|---|
| **Number of teachers** | 5 |

Data Requirements: (As per Data Template)
- Name of the workshops /seminars
- Number of Participants
- Date (From-to)
- Link to the activity report on the website

**File Description (Upload)**
- Report of the event
- Any additional information
- List of workshops/seminars during last 5 years (Data Template)

## Key Indicator 3.2- Research Publication and Awards

| Metric No. | |
|---|---|
| 3.2.1. QnM | *Number of papers published per teacher in the Journals notified on UGC website during the year* |
| | Number of research papers in the Journals notified on UGC website during the year |

| Year | |
|---|---|
| **Number** | |

Data Requirement: (As per Data Template)
- Title of paper
- Name of the author/s
- Department of the teacher
- Name of journal
- Year of publication
- ISBN/ISS Number

**File Description (Upload)**
- Any additional information
- List of research papers by title, author, department, name and year of publication (Data Template)

| 3.2.2.  QnM | *Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year* |
|---|---|
| | 3.2.2.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during |

| Year | |
|---|---|
| Number | |

Data requirement for year: (As per Data Template)
- Name of the teacher: Title of the paper
  Title of the book published: Name of the author/s : Title of the proceedings of the conference
- Name of the publisher: National/International
- National/international : ISBN/ISSN number of the proceedings
- Year of publication:

**File Description: (Upload)**
- Any additional information
- List books and chapters edited volumes/ books published (Data Template)

## Key Indicator 3.3- Extension Activities

| Metric No. | |
|---|---|
| 3.3.1.  Q₁M | *Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year* (Describe the impact of extension activities in sensitizing students to social issues and holistic development within a maximum of 200 words.): |

Bengtol College promotes extension activities in the neighboring community for sensitizing students on social issues and for holistic development through the College's NSS Cell conducts the extension activities in the adopted village. The NSS Unit, extension cell and the IQAC render physical and monetary help in building house for the poor family in the adopted village. Such activities promote to conduct close relationship between Higher Education College and the society. Through such activities, the students are able to develop broad outlook and inculcate, leadership quality with the sense of social responsibilities. Extension activities conducted by the College will provide productive platform for the student to become good administrator, good human with good moral behavior and responsible citizens in future.

The NSS Unit, extension cell under the supervision of IQAC different extension activities are organized inside and outside the college campus for holistic development of the society and of the student.

1. NSS Volunteer alone with Bengtol ABSU Unit collects money for flood affected people to provide their basic needs.

2. To develop NSS Volunteer participated in youth leadership programme organized by Indo-Global Social Service Society.

3. Extension Cell in collaboration with NSS Unit organized awareness programme on Covid-19 and distributed face mask among the weaker section of the society. The College under the initiative of NSS Unit constructed a new house for the needy family, who belongs to the weaker section of the society.

| | |
|---|---|
| | The disaster management cell of the College organized the vaccination programme in collaboration CHC Bengtol for vaccination of Covid-19 for the student and other local people.<br>4. The College organized different activities in the adopted village like health awareness, cleanliness drives, plantation programme and economic survey and filling up of the pothole in the approach road construction etc.<br>5. The Women Cell organized various awareness programmes on Gender Sensitization, Women Empowerments and Legal Rights of girls' students.<br><br>**File Description:**<br><ul><li>Paste link for additional information</li><li>Upload any additional information</li></ul> |
| | *Number of awards and recognitions received for extension activities from government / government recognized bodies during the year*<br>Number of awards and recognition received for extension activities from Government/ government recognized bodies during the year.<br><br><table><tr><td>**Year**</td><td></td></tr><tr><td>**Number**</td><td></td></tr></table><br>Data requirement for year: (As per Data Template)<br><ul><li>Name of the activity</li><li>Name of the Award/recognition</li><li>Name of the Awarding government/ government recognized bodies</li><li>Year of the Award</li></ul><br>**File Description: (Upload)**<br><ul><li>Any additional information</li><li>Number of awards for extension activities in last 5 year(Data Template)</li><li>e-copy of the award letters</li></ul> |

| 3.3.3. | *Number of extension and outreach programs conducted by the College through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year* |
|---|---|
| **QnM** | |

Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

| Year | 2020-2021 |
|---|---|
| Number | |

Data Requirements (during the year) (As per Data Template)
- Name and number of the extension and outreach Programmes
- Name of the collaborating agency: Non-government, industry, community with contact details

**File Description (Upload)**
- Reports of the event organized
- Any additional information
- Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)

| 3.3.4. | *Number of students participating in extension activities at 3.3.3. above during the year* |
|---|---|
| **QnM** | |

3.4.4.1. Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

| Year | 2020-21 |
|---|---|
| Number | |

Data Requirements for last (during the year) (As per Data Template)
- Name of the activity
- Name of the scheme
- Year of the activity
- Number of teachers participating in such activities
- Number of students participating in such activities

**File Description:**
- Report of the event
- Any additional information
- Number of students participating in extension activities with Govt. or NGO etc (Data Template)

## Key Indicators 3.4 – Collaboration (20)

| Metric No. | |
|---|---|
| **3.4.1.**<br><br>**QnM** | **The College has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year:**<br><br>| **Year** | 2020-21 |<br>\| **Number** \| 00 \|<br><br><br>• Number of linkages for faculty exchange, student exchange, internship, field trip, on-the- job training, research etc during the year<br>Data Requirements: (during the year)(As per Data Template)<br>   • Title of the linkage<br>   • Name of the partnering College /industry/research lab with contact details<br>   • Year of commencement<br>   • Duration(From-To)<br>   • Nature of linkage<br>**File Description: (Upload)**<br>   • e-copies of linkage related Document<br>   • Any additional information<br>    Details of linkages with Colleges/industries for internship<br>    (Data Template) |
| **3.4.2.**<br><br>**QnM** | ***Number of functional MoUs with national and international Colleges, universities, industries, corporate houses etc. during the year***<br><br>Number of functional MoUs with Colleges of national, international importance, other universities, industries, corporate houses etc. during the year<br><br>\| **Year** \| 2020-21 \|<br>\| **Number** \| 01 \|<br><br><br>Data requirement for year : (As per Data Template)<br>   • Organization with which MoU is signed<br>   • Name of the College/industry/corporate house<br>   • Year of signing MoU<br>   • Duration<br>   • List the actual activities under each MoU<br>   • Number of students/teachers participating under MoUs<br><br>**File Description:**<br>   • e-Copies of the MoUs with College./ industry/corporate houses<br>   • Any additional information<br>   • Details of functional MoUs with Colleges of national, international importance, other universities etc during the year |

## Criterion 4 - Infrastructure and Learning Resources

## Key Indicator – 4.1 Physical Facilities

| Metric No. | |
|---|---|
| **4.1.1.**<br><br>**Q₁M** | *The College has adequate infrastructure and physical facilities for teaching-learning. viz., classrooms, laboratories, computing equipment etc.*<br>(Describe the adequacy of infrastructure and physical facilities for teaching – learning as per the minimum specified requirement by statutory bodies within a maximum 200 words.):<br><br>The College has adequate facilities for teaching- learning in terms of classroom, laboratory, computer rooms, language lab, smart board etc. The College has a policy for enhancement for the infrastructure in order to promote supportive teaching learning environment based on the vision, strategies and objectives of the College. To ensure optimal utilization of physical infrastructure in order to create conducive environment for teaching learning through innovative technological tools. At the beginning of the academic session, arrangement of physical infrastructure are placed in such way as to assess for replacement, up gradation, addition to the existing infrastructure are carried out as per the suggestion from HOD and Academic cell. The Academic Cell plans ahead for all requirements regarding the availability of class rooms, laboratory, furniture and other equipment. To fulfill the shortage of infrastructures in term class rooms, labs, reading rooms, requirements are submitted to the higher education authority for allotment of funds and execution. The College ensures optimal utilization of the resources by encouraging innovative teaching-learning practices like use of power point presentation, LCD Projectors, smart board, digital class on language lab. The College organizes workshop, awareness programme, training programme, orientation for optimal use of physical facilities and utilization modern technology of a regular interval throughout the session. The available physical infrastructure is also fully utilized beyond the regular college hours such as to conduct co-curricular activities, parent- teaching, meeting various awareness programme organized by NGOS etc. besides these the Class rooms are used for counseling, examinations of Distance & Open Education namely KKHSOU, IDOL, on every Sunday.<br><br>**File Description:**<br>• Upload any additional information<br>• Paste link for additional information |

| | |
|---|---|
| **4.1.2.**<br><br>**QlM** | *The College has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.*<br>Describe the adequacy of facilities for sports, games and cultural activities which include specification about area/size, year of establishment and user rate within a maximum of 200 words:<br><br>The College has adequate facilities for organizing cultural activities, game and sports, (indoor and outdoor), multi-purpose gymnasium, etc. Bengtol College has adequate material resources for cultural activities in term of well equipped as Bhaben Chandra Owary Auditorium, Indoor Stadium, and Gymnasium etc. There is a football field, Volley-Ball court, Kabadi court, badminton indoor stadium and place for outdoor track and field games and sports. The College initiates to improve the facility from time to time for conducting co-curricular activities. The College regularly encourages the students to participate in different co-curricular activities to develop mental and physical fitness and to inculcate leadership qualities, responsibility and team spirit among the students.  The College conducts various cultural programmes on different occasions at the Bhoben Chandra Owary Auditorium Hall. The auditorium is used for conducting different types of cultural programmes, through these programmes students are able to understand about the cultural values and heritage that help them to enrich their culture. The outdoor games are held at the college field, games like the athletics, football, volley-ball, throw-ball, and carom at held at the College field and galleries in the eastern and western part of the field are used by the student to use up their teams. The multi-purpose gymnasium is being used as a strong room for university answer script safe keeping and also class rooms for PG English, PG Bodo and BBA classroom. The College utilized its resources to provide optimal utilization for creating different talent in the field of curriculum and co-curricular activities.<br><br>**File Description**<br>• Upload any additional information<br>• Paste link for additional information |
| **4.1.3.**<br><br>**QnM** | *Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.*<br>: Number of classrooms and seminar halls with ICT facilities |

| Year | |
|---|---|
| | |
| **Number of Classrooms** | 04 |

Data Requirements: (As per Data Template)
- Number of classrooms with LCD facilities
- Number of classrooms with Wi-Fi/LAN facilities
- Number of smart classrooms
- Number of classrooms with LMS facilities
- Number of seminar halls with ICT facilities

**File Description**
- Upload any additional information
- Paste link for additional information
- Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)

| | Year | | |
|---|---|---|---|
| **4.1.4.** **QₙM** | ***Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)*** | | |

4.1.4.1. Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

Data Requirements: (during the year) (As per Data Template)
- Expenditure for infrastructure augmentation
- Total expenditure excluding salary

**File Description:**
- Upload any additional information
- Upload audited utilization statements
- Upload Details of budget allocation, excluding salary during the year

## Key Indicator – 4.2 Library as a learning Resource

| Metric No. | |
|---|---|
| **4.2.1.** **QlM** | **Library is automated using Integrated Library Management System (ILMS)** Data requirement for year: Upload a description of library with, 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 90 persons at the first floor. The library is registered with INFLIBNET and is fully Automated. It has reprographic facility which renders service at subsided rate for the students and the staff. The library has been digitalized. In each new academic session, the librarian and assistant librarian conducts the library orientation programme to respective students, specially the new comers. The Library is equipped with the following software: |

- Name of ILMS software: SOUL
- Nature of automation (fully or partially): Fully Automated
- Version: 2.0
- Year of Automation: 2017

| | |
|---|---|
| | **File Description:**<br>• Upload any additional information<br>• Paste link for Additional Information |
| **4.2.2.**<br><br>**QnM** | *The College has subscription for the following e-resources*<br>**1.** e-journals<br>**2.** e-ShodhSindhu<br>**3.** Shodhganga Membership<br>**4.** e-books<br>**5.** Databases<br>**6.** Remote access toe-resources<br>**Options:**<br>A. Any 4 or more of the above<br>B. Any  3 of the above<br>C. Any  2 of the above<br>D. Any  1 of the above<br>E. None of the above<br>Data requirement for year: (As per Data Template)<br>• Details of membership:<br>• Details of subscription:<br>**File Description:**<br>• Upload any additional information<br>• Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template) |

| 4.2.3 | *Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)* |
|---|---|
| QnM | Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs) |

| Year | 2020-2021 |
|---|---|
| (INR in Lakhs) | 3680804/- |

Data requirement for year: (As per Data Template)
- Expenditure on the purchase of books/e-books
- Expenditure on the purchase of journals/e-journals in during the year
- Year of Expenditure:

**File Description (Upload)**
- Any additional information
- Audited statements of accounts
- Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)

| 4.2.4 | *Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)* |
|---|---|
| QnM | Number of teachers and students using library per day over last one year |

Data Requirement
- Upload last page of accession register details
- Method of computing per day usage of library
- Number of users using library through e-access
- Number of physical users accessing library

**File Description(Upload)**
- Any additional information
- Details of library usage by teachers and students

The HEI is requested to calculate the teachers and students usage library per day.
**Average usage of the library by the college =** Total no. of teachers & students in each day for all working days **/** Total no. of working days

**(Note: Data template is not applicable to this metric)**

## Key Indicator- 4.3 IT Infrastructure

| Metric No. | |
|---|---|
| 4.3.1. | *College frequently updates its IT facilities including Wi-Fi* |
| QlM | Describe IT facilities including Wi-Fi with date and nature of updating within a maximum of 200 words: |
| | The College has adequate facilities for teaching learning in terms of classroom, computer equipments and laboratories. The College has one fully air-conditioned language lab, equipment with 26 desk-top computers with the server and projector with screen, net connect on westech 8 MBPS and the computer lab has computing fifteen in numbers with Net connectivity of 24 MBPS. The interactive Board, LCD Projector, printers, high configuration PCS were installed in the College. Smart classroom equipped with interactive board, |

LCD Projector, digital podium with in-built system, microphone system and are speakers installed. The entire of the College office has internet. Broad Band connectivity through which all kind of official transaction is operated. The College has IT facilities in terms of e-learning, e-knowledge, facilities for e-content development, e-learning centre through INFLIBNET at central library.

**File Description**
- Upload any additional information
- Paste link for additional information

| | |
|---|---|
| **4.3.2.**<br><br>**QnM** | *Student – Computer ratio*<br>Number of students : Number of Computers Data<br> Requirements:<br>• Number of computers in working condition:<br>• Total Number of students:<br>**File Description**<br>• Upload any additional information<br>• Student – computer ratio<br>**(Note: Data template is not applicable to this metric)** |
| **4.3.3.**<br><br>**QnM** | *Bandwidth of internet connection in the College*<br>Options:<br> A. ≥ 50MBPS<br> B. 30 - 50MBPS<br> C. 10 - 30MBPS<br> D. 10 - 5MBPS<br> E. < 5MBPS<br>Data Requirement:<br>• Available internet band width<br>**File Description**<br>• Upload any additional Information<br>• Details of available bandwidth of internet connection in the College<br>**(Note: Data template is not applicable to this metric)** |

## Key Indicator – 4.4 Maintenance of Campus Infrastructure

| Metric No. | |
|---|---|
| 4.4.1 <br><br> QnM | *Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)* <br> Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs) <br><br> <table><tr><td>**Year**</td><td></td></tr><tr><td>**(INR in Lakhs)**</td><td></td></tr></table> <br> Data Requirement : (As per Data Template in Section B) <br> • Non salary expenditure incurred <br> • Expenditure incurred on maintenance of campus infrastructure <br> **File Description:** <br> • Upload any additional information <br> • Audited statements of accounts. <br> • Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) |
| 4.4.2. <br><br> Q$_l$M | *There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.* <br> Describe policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities on the website within a maximum of 200 words <br><br> There are established systems and procedures in Bengtol College for maintaining and utilizing physical, academic and support facilities such as Educational laboratory, library, sports complex, computers, classrooms etc. Various Cells are being formed and are entrusted with defined duties and responsibilities for which the maintenance and optimum utilization of physical, academic and support facilities available within the College are done. All the HODs are entrusted with the responsibilities of maintaining and utilizing the departmental equipments such as computers, laptops and printers etc. 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 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 College canteen is monitored by the College Canteen Committee which looks after the qualitative and quantitative aspects. 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 90 boarders and Upendra Nath Brahma Boys' Hostel with the capacity of 18 boarders. Hostel Management Cell of the college is entrusted with the responsibilities of looking after the hostels. 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 Girls' hostel.

**File Description:**
- Upload any additional information
- Paste link for additional information

## Criterion 5- Student Support and Progression

## Key Indicator- 5.1 Student Support

| Metric No. | |
|---|---|
| **5.1.1**<br><br>QₙM | *Number of students benefited by scholarships and free ships provided by the Government during the year*<br><br>Number of students benefited by scholarships and free ships provided by the Government during the year<br><br>| Year | |<br>| Number | |<br><br>Data Requirement : (As per Data Template)<br>• Name of the Scheme<br>• Number of students benefiting<br>**File Description:**<br>• Upload self attested letter with the list of students sanctioned scholarship<br>• Upload any additional information<br>• Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) |
| **5.1.2.**<br><br>**QnM** | *Number of students benefitted by scholarships, free ships etc. provided by the College / non- government agencies during the year*<br>Total number of students benefited by scholarships, free ships, etc provided by the College / non- government agencies during the year<br><br>| Year | |<br>| Number | |<br><br>Data requirement for year: (As per Data Template)<br>• Name of the Scheme with contact information<br>• Number of students benefiting<br>**File Description:**<br>• Upload any additional information<br>• Number of students benefited by scholarships and free ships College / non- government agencies in last 5 years (Date Template) |

| 5.1.3. QnM | *Capacity building and skills enhancement initiatives taken by the College include the following* <br><br>     *1. Soft skills* <br>     *2. Language and communication skills* <br>     *3. Life skills (Yoga, physical fitness, health and hygiene)* <br>     *4. ICT/computing skills* <br><br> **Options:** <br>   A. All of the above <br>   B. 3 of the above <br>   C. 2 of the above <br>   D. 1 of the above <br>   E. none of the above <br><br> Data Requirement: (As per Data Template) <br>   • Name of the capability building and skills enhancement initiatives <br>   • Year of implementation <br>   • Number of students enrolled <br>   • Name of the agencies involved with contact details <br><br> **File Description (Upload)** <br>   • Link to Collegeal website <br>   • Any additional information <br>   • Details of capability building and skills enhancement initiatives (Data Template) |
| :--- | :--- |
| 5.1.4. QnM | *Number of students benefitted by guidance for competitive examinations and career counseling offered by the College during the year* <br><br> Number of students benefitted by guidance for competitive examinations and career counseling offered by the College during the year <br><br> <table><tr><td>**Year**</td><td></td></tr><tr><td>**Number**</td><td></td></tr></table> <br> Data requirement for year: (As per Data Template) <br>   • Name of the scheme <br>   • Number of students who have passed in the competitive exam <br>   • Number of students placed <br><br> **File Description (Upload)** <br>   • Any additional information <br>   • Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) |

| 5.1.5. QnM | *The College has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases* |
|---|---|
|  | The college has functional Grievances and Redressal Cell and Anti Ragging Cell in order to address the student grievances including sexual harassment and ragging cases. However, no complain has been received till now. The Cells organize awareness programmes against Ragging, sexual harassment in every academic session in order to sensitize the students. Grievances and Redressal Cell of the college has also installed Complaint and Suggestion Box which is attached along with the college building.<br><br>1. Implementation of guidelines of statutory/regulatory bodies<br>2. Organization wide awareness and undertakings on policies with zero tolerance<br>3. Mechanisms for submission of online/offline students' grievances<br>4. Timely redressal of the grievances through appropriate committees<br>**Options:**<br>A. All of the above<br>B. Any 3 of the above<br>C. Any 2 of the above<br>D. Any 1 of the above<br>E. None of the above<br>Data Requirement:<br>Upload the grievance redressal policy document with reference to prevention of sexual harassment committee and anti-ragging committee, constitution of various committees for addressing the issues, minutes of the meetings of the committees, number of cases received and redressed.<br><br>**File Description (Upload)**<br>• Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee<br>• Upload any additional information<br>• Details of student grievances including sexual harassment and ragging cases<br>**(Note: Data template is not applicable to this metric)** |

## Key Indicator- 5.2 Student Progression

| Metric No. |  |
|---|---|

| 5.2.1 | *Number of placement of outgoing students during the year* |
|---|---|
| **QnM** | : Number of outgoing students placed during the year |

| Year | |
|---|---|
| **Number** | |

Data requirement for year (As per Data Template)
- Name of the employer with contact details
- Number of students placed

**File Description (Upload)**
- Self-attested list of students placed
- Upload any additional information

Details of student placement during the year (Data Template)

*Number of placement of outgoing students during the year*

| 5.2.2. | *Number of students progressing to higher education during the year* |
|---|---|
| **QnM** | 5.2.2.1. Number of outgoing student progression to higher education |

| | |
|---|---|
| **Year** | |
| **Number** | |

Data Requirement: (As per Data Template) Number of students proceeding from
- UG to PG:
- PG to MPhil:
- PG to PhD:
- MPhil to PhD:
- PhD to Postdoctoral:

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

| 5.2.3. | *Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)* |
|---|---|
| **QnM** | 5.2.3.1. Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year |

| Year | |
|---|---|
| Number | |

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

**Year**

**Number**

Data requirement for year: (As per Data Template) Number of students selected to
- JAM
- CLAT
- NET
- SLET
- GATE
- GMAT
- CAT
- GRE
- TOEFL
- Civil Services
- State government examinations

**File Description (Upload)**
- Upload supporting data for the same

- Any additional information

*Number of students qualifying in state/ national/ international level examinations during the year (Data Template)*

## Key Indicator- 5.3 Student Participation and Activities

| Metric No. | |
|---|---|
| **5.3.1**<br><br>**QnM** | *Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year.*<br><br>: Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.<br><br><table><tr><td>**Year**</td><td></td></tr><tr><td>**Number**</td><td></td></tr></table><br>Data requirement for year: (As per Data Template)<br>• Name of the award/medal<br>• University /State/National/International<br>• Sports/Culture<br><br>**File Description (Upload)**<br>• e-copies of award letters and certificates<br>• Any additional information<br>• Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) |
| **5.3.2**<br><br>**QlM** | *College facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )*<br><br>Describe the students' representation and engagement in various administrative, co-curricular and extracurricular activities within a maximum of 200 words.<br><br>The College facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities in the College. Students are represented in almost all the cells of the college. As per the norms of the college, every year students' Body is constituted. The meeting of this committee is held periodically to plan the future activities and to take stock of activities already implemented in the college. Thus, the college is very sensitive and responsive to the students-related activities and assigns utmost important to them. Presence of an active Student body and representation of students on Academic Cell and administrative Bodies of the College students have active representation on academic and administrative bodies and committees of the College. In cultural, literary and game and sports cell students have strong representation and help in organizing and management of the events. In the Hostel administration students are represented in administration and management of hostel affairs. The Anti-ragging cell has been effective and the student members of the cell help in organizing programmes on awareness of the harmful effects of ragging and bullying. The students' Body also creates awareness amongst students regarding the necessity of making the college pollution free zone and stresses the importance of maintaining personal health, hygiene, cleanliness in and outside the college. The above activities enhance their communication skills, management skills, leadership skills and team work. |

| | | |
|---|---|---|
| | **File Description**<br>• Paste link for additional information<br>• Upload any additional information | |
| **5.3.3.**<br><br>**QnM** | *Number of sports and cultural events/competitions in which students of the College participated during the year (organized by the College/other Colleges)*<br>Number of sports and cultural events/competitions in which students of the College participated during the year<br><br><table><tr><td>**Year**</td><td></td></tr><tr><td>**Number**</td><td></td></tr></table>Data requirement for year: (As per Data Template)<br>• List of events/competitions<br>**File Description**<br>• Report of the event<br>• Upload any additional information<br>• Number of sports and cultural events/competitions in which students of the College participated during the year (organized by the College/other Colleges (Data Template) | |

## Key Indicator- 5.4 Alumni Engagement

| Metric No. | |
|---|---|
| **5.4.1**<br><br>**QlM** | *There is a registered Alumni Association that contributes significantly to the development of the College through financial and/or other support services.*<br><br>Describe contribution of alumni association to the College within a maximum of 200 words.<br><br>Bengtol College has Alumni Association (BCAA) which was formed in the year 2013. Though this College is located in rural area, it has a great contribution in the educational development of the rural communities. Many of Alumni of this College are well-known in their respective fields, in Education, Agricultures, Business, Government services and Social work. Alumni Association works for the overall development of students as well as the College based on aims and objectives of the College,<br>(i)     To develop and maintain links among members of the alumni and enhance the image of Bengtol College through Self-enrichment, career development and role model in the wider society.<br>(ii)     To assist needy students by contributing to their academic requirement such as book allowances and financial contribution to the most necessary circumstances.<br>(iii)     To provide incentives such as rewards and prizes to the best alumni models with proven record of significant contribution to the society.<br>    Association has been rendering services by organizing various programmes and activities to the college as well as in the society. However, the BCAA was registered in 2021 under the Society Registration Act, 1860. Since the Registration, the Bengtol College Alumni Association has been actively working out in helping out the students in various activities like- Books distribution to the poor students, awarding to the meritorious students of the College, Counseling programme, etc.<br><br>**File Description:**<br>•   Paste link for additional information<br>•   Upload any additional information |

| 5.4.2 QnM | *Alumni contribution during the year (INR in Lakhs)* <br> **Options:** <br>   A. ≥ 5Lakhs <br>   B. 4 Lakhs - 5Lakhs <br>   C. 3 Lakhs - 4Lakhs <br>   D. 1 Lakhs - 3Lakhs <br>   E. <1Lakhs <br> Data requirement for year (): <br> • Alumni association / Name of the alumnus <br> • Quantum of contribution <br> • Audited Statement of account of the College reflecting the receipts. <br> **File Description** <br> • Upload any additional information <br> **(Note: Data template is not applicable to this metric)** |
| --- | --- |

# Criterion 6 - Governance, Leadership and Management

## Key Indicator- 6.1 Collegeal Visions and Leadership

| **Metric No.** | |
| --- | --- |
| **6.1.1** <br><br> **QlM** | *The governance of the College is reflective of and in tune with the vision and mission of the College* <br> Describe the vision and mission statement of the College on the nature of governance, perspective plans and participation of the teachers in the decision making bodies of the College within a maximum of 200 words. <br><br> Vision statement: <br> The College vision is to promote sustained, inclusive and equitable economic growth and sustainable development by providing high-quality education and thereby making learners competent and fit for future generation. With the aims towards education accessibility, quality and affordability. <br> Mission statement: <br> • To generate quality students with positive attitudes and tolerance. <br> • To sensitize against blind beliefs, faith and evil practices of the society. <br> • To maintain academic excellence for generation. <br> • To provide easy access to higher education to the people of rural and backwards areas. <br> The College follows a democratic and participatory mode of governance with all stakeholders participating in the administration. The heads of the departments, Conveners of various cells, faculties representatives on higher decision making bodies play an important role in determining the Collegeal policies and implementation and able to contribute in a significance to the participatory ethos of the College. The College has a perspective plan in place to help it develop in a systematic, well-thought-out manner. <br> • Application for grant from government and non-government sources. <br> • Extension and expansion to accommodate more classrooms, reading rooms, library etc. <br> • Renovations of infrastructures. |

|  | <ul><li>Improvement of the scope and profile of the Teaching-learning experience through views of ITC and other innovative means.</li><li>Application for post-graduate courses.</li><li>Mobilization of funds and project through the alumnae and others stakeholders.</li></ul>**File Description**<ul><li>Paste link for additional information</li><li>Upload any additional information</li></ul> |
|---|---|

| | |
|---|---|
| **6.1.2**<br><br>**QlM** | *The effective leadership is visible in various Collegeal practices such as decentralization and participative management.*<br>Describe a case study showing decentralization and participative management in the College in practice within a maximum of 200 words.<br>The College has a practice of participative management.<br><br>The College practices decentralization and participative management in the institute. The principal is the administrator and academic head. The Principal appointed coordinator for various cells. For decentralization and participative management the Academic cells, anti ragging cells, women cells, Grievances and Redressal cells, etc. as per of quality improvement and quality initiative the cells are the statutory cells continuously work on quality improvement of the College. The Coordinators of various cells report to the IQAC about the planning and implementation of activities.<br>The College practices of decentralization and participative management in one of the cell namely the cultural cell. The cultural cell organizes various cultural competitions to inculcate the talents and also facilitate the students with the required knowledge, experience and exposure to the student to become more determined and confident in their future prospects. The College organizes competitions in folk song, modern song, traditional and modern dance and cultural rally etc. The competition winners are encouraged for the inter-college competitions. On the occasion of college week students perform and compete with each other. Teaching faculty members are involved in the evaluation of all the competitions. The students are also involved in planning and execution of various cultural programmes. The cultural cell brought about the bringing the sense of team spirit and culminate the skill of organizing various events.<br><br>**File Description**<br>• Paste link for additional information<br>• Upload any additional information |

## Key Indicator- 6.2 Strategy Development and Deployment

| Metric No. | |
|---|---|
| **6.2.1**<br><br>**QlM** | ***The Collegeal Strategic/ perspective plan is effectively deployed***<br><br>Describe one activity successfully implemented based on the strategic plan within a maximum of 200 words.<br><br>The College has perspective and strategic plan. The growth of the College is sustained by the strategies that are formulated and implemented effectively for long term development. The College has strategic plan to introduce job oriented courses. The College has Computer certificate and diploma courses and at the same time introduce skill development course.<br>1. Faculty Development Programme through online webinar.<br>2. Extension activities were carried out through NSS Unit like awareness programmes and free distribution of mask to the general public during covid-19 pandemic period.<br>3. Online classes were held through the Google platform during the lockdown period.<br>4. Encouraged the faculty for paper publishing in the UGC approved national and international journals.<br><br>**File Description**<br>• Strategic Plan and deployment documents on the website<br>• Paste link for additional information<br>• Upload any additional information |
| **6.2.2**<br><br>**QlM** | ***The functioning of the Collegeal bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.***<br>Describe the Organizations of the College within a maximum 200 words.<br><br>The College has various bodies for smooth execution of work in all departments and levels.<br><br>1. The Governing Body (G.B.): The Governing Body as per the constitution of the College has twelve members in all. It comprises of the president who was approved by the Government, the Secretary, the Principal and the Vice Principal as an Ex-Officio Member, while there are two Teacher representative and one Non-Teaching Staff representative.<br><br>II. The Administrative Setup: The Secretary or the Principal is the backbone of the administration with the final authority in all financial matters. The Principal is vested with the day to day affairs of the College; he ensures the regular operations are properly conducted, through feedback from Convenors, Teaching & Non-Teaching Staffs, The Principal alone with the IQAC Coordinator, Coordinator of P.G., Departmental Heads, the Teachers, the Librarian as well as Coordinators of various Cells coordinate and mobilizes the entire works process of the College.<br><br>**The functions of various bodies:**<br><br>The Chairperson of IQAC and IQAC Coordinator alone with the Student Bodies jointly performs various administrative functions of the College, different cells |

are setup carry out the function of their respective cells. In order to motivate and encourages the research culture among the student and faculties, Research and Publication Cell has been setup which facilated in the research oriented activities. The College has library advisory committee which assists and advice regarding the up gradation and formulation of library policies such as in purchase of library materials, improvement of library and information services and operational matters. National Service Scheme (NSS) and different cells which aims to deliver to work the society in various ways and means to develop leadership qualities and holistic approaches of the student. The Career Counseling and Placement Cell looks after the career prospects and placement of the student. The Examination Cell helps in smooth conduct of the examinations while the academic council of the College takes care of the class schedule and prepares the academic calendar for the academic year respectively. For the smooth conduct of all administrative activities accordingly to the requirement of Academic bodies and government rules, the cells are headed by senior experience faculty members to guide for proper functioning and execution. Lastly the IQAC of the College obtained all the materials and information from different departments and cells to keep record of all the activities for the documentation.

**File Description**
- Paste link for additional information
- Link to Organizations of the College webpage
- Upload any additional information

| | |
|---|---|
| **6.2.3.**<br><br>**QnM** | *Implementation of e-governance in areas of operation*<br>1.Administration<br>2. Finance and Accounts<br>3. Student Admission and Support<br>4.Examination<br><br>**Options:**<br><br>A. All of the above<br>B. Any 3 of the above<br>C.  Any 2 of the above<br>D.  Any 1 of the above<br>E.  None of the above<br><br>Data Requirements: (As per Data Template)<br>   • Areas of e-governance<br>     Administration<br>     Finance and Accounts<br>     Student Admission and Support<br>     Examination<br>   • Name of the Vendor with contact details<br>   • Year of implementation<br>**File Description (Upload)**<br>   • ERP (Enterprise Resource Planning)Document<br>   • Screen shots of user interfaces<br>   • Any additional information<br>   • Details of implementation of e-governance in areas ofoperation, Administration etc (Data Template) |

## Key Indicator- 6.3 Faculty Empowerment Strategies

| Metric No. | |
|---|---|
| **6.3.1**<br><br>**QlM** | ***The College has effective welfare measures for teaching and non- teaching staff***<br><br>Provide the list of existing welfare measures for teaching and non- teaching staff within a maximum of 200 words.<br><br>The College undertakes various welfare policies and activities for both Teaching and Non- Teaching staffs. For the effective functioning of the College, the Welfare Measures for the both Teaching and Non-teaching staff is prerequisite and mandatory. The welfare measures are as follows:<br>1. Maternity leave: The female employees of both teaching and non-teaching staffs are provided the maternity leave as per the Govt. rules and regulations.<br>2. The College provides leave to the faculty members for the necessary period require for the pursuance of Ph.D.<br>3. The College has full-fledged canteen inside the campus to provide food and snacks at reasonable price.<br>4. The College provides medical facilities. A doctor chamber is available within the campus for medical help.<br>5. The faculty member are provided leave for attending OP (Orientation Programme), RC (Refresher course), STC (Short Term Course), seminar, workshop etc.<br>6. The College through IQAC maintained and monitored the annual appraisal for the promotion of the faculty members following the UGC Regulation 2010 and Amendments.<br>7. The College gives the provision for casual leave 12 days for the employee.<br><br>**File Description**<br>• Paste link for additional information<br>• Upload any additional information |
| **6.3.2**<br><br>**QnM** | ***Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year***<br><br>Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year<br><br><table><tr><td>**Year**</td><td></td></tr><tr><td>**Number**</td><td></td></tr></table> |

| | Data requirement for year: (As per Data Template)<br>• Name of the teacher<br>• Name of conference/ workshop attended for which financial support provided<br>• Name of the professional body for which membership fee is provided<br>**File Description:**<br>• Upload any additional information<br>• Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) |
|---|---|
| **6.3.3**<br><br>**QnM** | ***Number of professional development /administrative training programs organized by the College for teaching and non-teaching staff during the year***<br><br>6.3.3.1. Total number of professional development /administrative training Programmes organized by the College for teaching and non teaching staff during the year<br><br>| **Year** | |<br>| **Number** | |<br><br>Data requirement for year: (As per Data Template)<br>• Title of the professional development Programme organized for teaching staff<br>• Title of the administrative raining Programme organized for non- teaching staff<br>• Dates (From-to)<br>**File Description (Upload):**<br>• Reports of the Human Resource Development Centre's (UGCASC or other relevant centres).<br>• Reports of Academic Staff College or similar centers<br>• Upload any additional information<br>• Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) |

| 6.3.4<br><br>QnM | *Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year*<br>*(Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)*<br>Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year.<br><table><tr><td>**Year**</td><td></td></tr><tr><td>**Number**</td><td></td></tr></table><br>Data requirement for year: (As per Data Template)<br>• Number of teachers<br>• Title of the Programme<br>   Duration (From–to)<br>**File Description**<br>• IQAC report summary<br>• Reports of the Human Resource Development Centres (UGCASC or other relevant centers).<br>• Upload any additional information<br>• Details of teachers attending professional development programmes during the year (Data Template) |
|---|---|
| 6.3.5<br><br>QlM | *Colleges Performance Appraisal System for teaching and non- teaching staff*<br>Describe the functioning status of the Performance Appraisal System for teaching and non-teaching staff within a maximum of 200 words.<br><br>The college followed the UGC regulation 2010 and amendment thereof, for performance appraisal system for all teaching staffs. The College evaluated the performance of all teaching faculties through APR (Annual Progress Report) and communicates the overall performance annually as per requirement. Their performances are also determined by the feedback given by the students. The College evaluated the performance of the staff in such a way that how the teacher involved in providing their contribution for evaluation and examinations works. The involvement in the welfare of students and community works is given due weightage for monitoring performance. Teachers provide valuable suggestion, measures and also sought his observation for the betterment of the College. There are suggestion and complain box, where the teacher and students can express their query or suggestion which is deemed to be considered for evaluation by the Principal and IQAC.<br>Performance appraisal for non-teaching faculty also assessed by the principal as per the service rules of the government. The principal concerned is being asked to give reports where the general performance, conduct, character, workability is being evaluated and appraised.<br><br>**File Description**<br>• Paste link for additional information<br>• Upload any additional information |

## Key Indicator- 6.4 Financial Management and Resource Mobilization

| Metric No. | |
|---|---|
| **6.4.1**<br><br>**QlM** | *College conducts internal and external financial audits regularly*<br>Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words.<br><br>The college has both internal and external financial audit of the accounts which reflects the transparency and accountabilities of the Collegeal financial status. College internal audit provides a more proactive and consultative approach to evaluate the college financial status and provides a fresh perspective on the operation and control. The College undergoes internal audit conducted by Audit and Planning Cell annually and such audit are strictly monitored by the College Principal and audit report is submitted to the concerned authority. The Budget, Audit and Planning cell verify and confirm all financial related documents, such as financial grants for the construction from the government, students admission fees, other government agencies are done through the invitation of tender under public work department by inviting quotation etc. are audited by the concerned cell.<br>The external audit is conducted by an independent accountant. This type of audit is most commonly intended to result in a certification of the financial statements of on the College. The external audit is conducted by an independent Charter accountant Mr. Ajoydeep Das a reputed accountant. Audited all the College finances and submitted audit report on the accounts of College and issued an audit for certificate.<br><br>**File Description**<br>• Paste link for additional information<br>• Upload any additional information |

| 6.4.2 QnM | *Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)* : Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs) |
|---|---|
| | <table><tr><td>**Year**</td><td></td></tr><tr><td>**INR in Lakhs**</td><td></td></tr></table> Data requirement for year (As per Data Template)<br>• Name of the non-government bodies, individuals, Philanthropers<br>• Funds / Grants received<br>**File Description**<br>• Annual statements of accounts<br>• Any additional information<br>• Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) |
| 6.4.3 QlM | *Collegeal strategies for mobilization of funds and the optimal utilization of resources*<br>Describe the resource mobilization policy and procedures of the College within a maximum of 200 words.<br><br>The effective optimal mobilization of funds can be seen in the College ensuring that the funds are collected in the timely basis and utilized in the best possible way by investment in the college development funds under different heads. The College sources of receipts or funds are from admission fee collections of the student, grant from the state government and RUSA. Student fines and other income such as income from sales of scrap metals disposal, sales of old newsprint or newspapers, magazine etc. the College is run by the government so the funds to be utilized are primarily allocated for the College through the exercise of forming annual budget as per requirements. The optimum end use of the funds is made as per the rules and regulations and is subjected to Audit. The College funds mobilized a specific percentage of the fee collected from the students. These funds are group under the heading Local Funds. These funds are utilized for the student welfare and other internal expenses and also invested in the college development funds. A budget is prepared in the month of February for the following financial year. Every purchase is made after inviting requires number of quotations. The fund received under RUSA has been effectively utilized by setting up as follows-<br>1. Language Lab.<br>2. Renovation and extension of College Library.<br>3. New building for class rooms.<br>4. Renovation of all the class rooms.<br>The funds are also allocated to meet the administrations requirement including recruitment of part time teaching and non-teaching staffs, up-gradation of infrastructure and maintenance and faculty development. |

| | |
|---|---|
| | **File Description**<br>• Paste link for additional information<br>• Upload any additional information |

## Key Indicator- 6.5 Internal Quality Assurance System

| Metric No. | |
|---|---|
| **6.5.1**<br><br>**QlM** | *Internal Quality Assurance Cell (IQAC) has contributed significantly for Collegealizing the quality assurance strategies and processes*<br>Describe two practices Collegealized as a result of IQAC initiatives within a maximum of 200 words.<br><br>Internal Quality Assurance Cell (IQAC) has contributed significantly for Collegealizing the quality assurance strategies and processes.<br>1. Use of ICT in Teaching learning process: The vision of the College is to impart the quality education and with the ethos of promoting a holistic education for the students particularly of rural areas, empowering them for self-reliant and responsible members of the community. IQAC focused on programmes and implementing many innovative methods. Ensuing timely, efficient and progressive performance of academic through the use of ICT in teaching and learning process in the form of Orientation, Video lectures, Quality Enhancement of teaching through interdisciplinary lectures, to create creative thinking, seminar and PowerPoint presentations. Through such method students can enhance their practical knowledge, creative thinking, presentation skills and communication skills. Under the initiative of IQAC various Webinars are held relating to pandemic situation and such programmes are held on virtual platform to uplift the mental spirit of students and faculty members.<br>2. IQAC initiates an efficient way to achieve continuous improvement through collection of feedback. Feedback from students gives necessary outcome which reflects the drawbacks and strengths of the College so that IQAC can initiate in right direction.<br><br>**File Description**<br>• Paste link for additional information<br>• Upload any additional information |

| 6.5.2 QlM | *The College reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities* |
|---|---|
| | ( For first cycle - Incremental improvements made for the preceding year with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding year with regard to quality and post accreditation quality initiatives) Describe any two examples of Collegeal reviews and implementation of teaching learning reforms facilitated by the IQAC within a maximum of 200 words each. |
| | The college reviews its teaching learning process, structures and methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental empowerment in various activities. In terms of empowerment made for the proceeding during the year with regards to quality post first cycle was the IQAC monitoring process. The IQAC of the College organized meeting periodically with the principal and interact with different communities to ensure improvement of teaching –learning process. Academic Cell encourages the faculties for ICT enabled teaching learning process. The problems of drop-out among the students are check or rectified by the College by taking various initiatives. |
| | **I.  Remedial or Tutorial classes:** |
| | Remedial or Tutorial classes are conducted by each       department. The department also organized special workshop, seminar for academic progress for the student, to retain them in the College for successful completion of their courses. The Teachers also visited home of the student in case of special need arises. Academic cell, Admission Cell, Student Welfare Cell also takes different activities to minimize the rate of drop-out to fulfill the instruction in the last cycle assessment. |
| | **II.  Feedback collection and Analysis:** |
| | To enrich the efficiency workability and development of teaching skill the College has circulated feedback to the students for the assessment of the faculty members. The students' feedback is collected and analyzed to adopt appropriate measures for further improvement. The students' feedback significantly reflects the actual quality of teaching –learning process. To make the teaching–learning process more student centric such as feedback process are important to evaluate the performance and efficacy of the teacher and necessary suggestion or instruction are given to them accordingly. |
| | **File Description** |
| | • Paste link for additional information |
| | • Upload any additional information |

| 6.5.3 QnM | **Quality assurance initiatives of the College include:** |
|---|---|
| | 1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements<br>2. *Collaborative quality initiatives with other College(s)*<br>3. Participation in NIRF<br>4. *any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)*<br>**Options:**<br>A. All of the above<br>B. Any 3 of the above<br>C. Any 2 of the above<br>D. Any 1 of the above<br>E. None of the above<br><br>Data requirement for year: (As per Data Template)<br><br>**Quality initiatives**<br>• AQARs prepared/submitted<br>• Collaborative quality initiatives with other College(s)<br>• Participation in NIRF<br>• Any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)<br>**File Description**<br>• Paste web link of Annual reports of College<br>• Upload e-copies of the accreditations and certifications<br>• Upload any additional information<br>• Upload details of Quality assurance initiatives of the College (Data Template) |

# Criterion 7 – Collegeal Values and Best Practices

## Key Indicator - 7.1 Collegeal Values and Social Responsibilities

| Metric No. | **Gender Equity** |
|---|---|
| 7.1.1 QlM | ***Measures initiated by the College for the promotion of gender equity during the year.***<br><br>Describe gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 200 words.<br><br>The college initiated gender sensivity by assuring to foster gender equality and mainstreaming across the college's policies and programmes, and practices for promoting gender equality by recognizing equal rights and opportunities for female and male as essential for creating and an environment for cordial development. The College also guides the student on issues like gender equality, social harmony and tolerance.<br><br>**I. Safety and Social Security:** the college gives priority to the safety and security of not only the students but also of the staffs and ensure vigilant through Anti-Ragging Cell and Grievances and Redressal Cell of the College. Every student |

especially girls students, felt secured and protected. CC (Close Circuit) cameras are installed at key places within the campus.

**II. Counseling:** The Female Faculty Member gives counseling to girl's students in class, library, common room and canteen to educate about special harassment either collectively or individually. Since the College is situated at the rural areas the students of different community backgrounds. The students are consent for cooperation and to stay cordially with the sense of belongingness and love, care and respects. Counseling provides an opportunity to recognized student attitudes, weakness and challenges of the student and rectifies all such challenges.

**III. Common Room:** The College has a Girl's common room with an attached washroom for the girl's student to meet their personal needs. The girl's common room is spacious with an adequate numbers for seating and tables for reading and writing; apart from this a dressing table is installed in the girls' common room. Besides this infrastructure many gender sensitization and gender equity, lectures and programmes are conducted by the Women Cell of the College and celebration of women's day are held annually at the College. Free medical aids are also provided for girls students. The College also purpose to established day care centre in future.

*Provide Web link to:*
- Annual gender sensitization action plan
- Specific facilities provided for women in terms of:
  a. Safety and security
  b. Counseling
  c. Common Rooms
  d. Day care center for young children
  e. Any other relevant information

| | | **Environmental Consciousness and Sustainability** |
|---|---|---|
| **7.1.2**<br><br>**Qn**<br>**M** | | *The College has facilities for alternate sources of energy and energy conservation measures*<br>1. Solar energy<br>2. Biogas plant<br>3. Wheeling to the Grid<br>4. Sensor-based energy conservation<br>5. Use of LED bulbs/ power efficient equipment<br>**Options:**<br>A. 4 or All of the above<br>B. Any 3 of the above<br>C. Any 2 of the above<br>D. Any 1 of the above<br>E. None of the above<br>*Upload:*<br>• Geo tagged Photographs<br>• Any other relevant information<br>**(Note: Data template is not applicable to this metric)** |
| **7.1.3**<br><br>**Ql**<br>**M** | | *Describe the facilities in the College for the management of the following types of degradable and non-degradable waste (within 200 words)*<br>• Solid waste management<br>• Liquid waste management<br>• Biomedical waste management<br>• E-waste management<br>• Waste recycling system<br>• Hazardous chemicals and radioactive waste management.<br><br>**Solid Waste Management:**<br>The College takes initiatives for the management of waste which is generated within the campus. For collecting the solid waste from nook and corner, of the waste collected are segregated into biodegradable and non-degradable waste. Segregation is done by hand sorting. The dry waste which includes paper, cardboard, and plastic, alone with scrap material is separated. The minimal amount of non-biodegradable is burnt. The bio-degradation wastes dump in pits for decomposition over time. Organic waste likes the peels of fruits and left over food stuffs, dry fallen leaves are also dump in pits for decomposition. The waste papers collected and send for recycling at the paper mill at Bangaigaon which is the nearest town from Bengtol. All electronic waste like old computers batteries, wires are collected for disposal in proper channels. The College ensures taking proper measures, by reducing the waste and makes an effort for its re-use and re-cycles.<br><br>**Liquid Waste Management :**<br>All the liquid waste from washroom, bathroom is collected its soakage pit through systematic drainage to prevent discharge of pollutant to the watercourse, through the collection and proper disposal of hazardous liquid materials which soak into the soil and ground water. This pollution pollutes the plant we eat, the animal in ecosystem, as well as the human within the areas of the pollution. Thus liquid waste |

| | |
|---|---|
| | management is pre-requisite for better ecosystem. |
| | **Provide web link to**<br>• Relevant documents like agreements/MoUs with Government and other approved agencies<br>• Geo tagged photographs of the facilities<br>• Any other relevant information |
| **7.1.4**<br><br>**Qn**<br>**M** | *Water conservation facilities available in the College:*<br><br>1. Rain water harvesting<br>2. Bore well /Open well recharge<br>3. Construction of tanks and bunds<br>4. Waste water recycling<br>5. Maintenance of water bodies and distribution system in the campus<br>**Options:**<br>A. Any 4 or all of the above<br>B. Any 3 of the above<br>C. Any 2 of the above<br>D. Any 1 of the above<br>E. None of the above<br>Upload :<br>• Geo tagged photographs / videos of the facilities<br>• Any other relevant information<br>**(Note: Data template is not applicable to this metric)** |

| 7.1.5 | *Green campus initiatives include* |
| QnM | 7.1.5.1. The Collegeal initiatives for greening the campus are as follows: |
| | 1. Restricted entry of automobiles |
| | 2. Use of Bicycles/ Battery powered vehicles |
| | 3. Pedestrian Friendly pathways |
| | 4. Ban on use of Plastic |
| | 5. landscaping with trees and plants |
| | **Options:** |
| | A. Any 4 or All of the above |
| | B. Any 3 of the above |
| | C. Any 2 of the above |
| | D. Any 1 of the above |
| | E. None of the above |
| | |
| | **Upload** |
| | • Geo tagged photos / videos of the facilities |
| | • Any other relevant documents |
| | **(Note: Data template is not applicable to this metric)** |
| 7.1.6 | *Quality audits on environment and energy are regularly undertaken by the College* |
| QnM | 7.1.6.1. The Collegeal environment and energy initiatives are confirmed through the following |
| | 1. Green audit |
| | 2. Energy audit |
| | 3. Environment audit |
| | 4. Clean and green campus recognitions/awards |
| | 5. Beyond the campus environmental promotional activities |
| | |
| | **Options:** |
| | A. Any 4 or all of the above |
| | B. Any 3 of the above |
| | C. Any 2 of the above |
| | D. Any 1 of the above |
| | E. None of the above |
| | |
| | Upload: |
| | • Reports on environment and energy audits submitted by the auditing agency |
| | • Certification by the auditing agency |
| | • Certificates of the awards received |
| | • Any other relevant information |
| | **(Note: Data template is not applicable to this metric)** |

| 7.1.7 | *The College has disabled-friendly, barrier free environment* |
|---|---|
| **Q<sub>n</sub>M** | 1. Built environment with ramps/lifts for easy access to classrooms. |
| | 2. Disabled-friendly washrooms |
| | 3. Signage including tactile path, lights, display boards and signposts |
| | 4. Assistive technology and facilities for persons with disabilities (*Divyangjan*) accessible website, screen-reading software, mechanized equipment |
| | 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading |
| | **Options:** |
| | A. Any 4 or all of the above |
| | B. Any 3 of the above |
| | C. Any 2 of the above |
| | D. Any 1 of the above |
| | E. None of the above |
| | |
| | Upload: |
| | • Geo tagged photographs / videos of the facilities |
| | • Policy documents and information brochures on the support to be provided |
| | • Details of the Software procured for providing the assistance |
| | • Any other relevant information |
| | **(Note: Data template is not applicable to this metric)** |
| | **Inclusion and Situatedness** |
| 7.1.8 | *Describe the Collegeal efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).* |
| **QlM** | |
| | Bengtol College has always been at the forefront of sensitizing students on cultural, regional, linguistic, commercial and socio-economic diversities. The students belonging to different communities are accommodated without any discrimination on creed or caste in the process of admission. Cultural programmes on the annual college week and college's social fresher's days organized at the College. Such programmes emphasis on promoting harmony and tolerance towards other. Apart from these the College has organized and celebrated commemorative days like women's day, Yoga days, Environmental day, farewell etc. such programmes inculcated students are creating congenial and inclusive environment. The cultural competition on annual college week and on the college foundation day are organized and more emphasis has given on social harmony, cultural integration, cultural awareness of the rich heritage of our country while at the same time inculcates collaborative work-culture and leadership and leadership skills etc. the College provides the platform for the students and teachers to develop the linguistic harmony teach language of other community of other region through its own well equipped language lab. |
| | The student of the Colleges are encouraged to participate in different social outreach programme and in the inter College cultural programmes actively participated in diverse socio-cultural and multi-linguistic with an aim of improving democratic society and make better tomorrow. Celebrations of Constitutional Day, Republic Day, Gandhi Jayanti through musical presentations and cultural activities have been a unique Collegeal practices. |

| | | |
|---|---|---|
| | | *Provide Web link to:* <br> • Supporting documents on the information provided (as reflected in the administrative and academic activities of the College) <br> • Any other relevant information. |
| | | **Human Values and Professional Ethics** |
| **7.1.9** <br><br> **QlM** | | *Sensitization of students and employees of the College to the constitutional obligations: values, rights, duties and responsibilities of citizens* <br> Describe the various activities in the College for inculcating values for being responsible citizens as reflected in the Constitution of India within 200 words. <br><br>   The College sensitized the students and the employee of the College to the constitutional obligations about values, lights, duties and responsibilities which enable them to act as responsible citizen. At the commencement of each session the IQAC coordinator and members of the IQAC interact and address the new batch of the students to make them aware about the values and ethics of the College. The students are monitored and inspired to inculcate humanism and scientific temper and for instill the spirit of inquisitiveness. Students may also inculcated values like empathy, compassion, cooperation and self-enhancement. Such values are needed for self comfort, adaptability, truthfulness in personality and character. The College aims to familiarize all the students and the employee about the fundamental duties and rights. The College celebrates Independence Day, Republic Day, Gandhi Jayanti, Teacher's Day and Constitution Day to commemorate the values of history, sacrifice, heroism and patriotism. <br>     The College observed the Indian Constitution Day on the theme of emphasizing on the preamble at 26th of November every year. It was observe to familiarize the student about the fundamental rights and duties and illustration of the preamble and different constitutional provision. The College has student body named as the Bengtol College Student Union (BCSU). Students are encouraged to participate in different activities such as social/civil activities, cultural activities, literary activities and physical activities etc. These kinds of activities develop the sense of social responsibilities, common feelings amongst the diverse numbers of student. <br><br> **Provide we blink to :** <br> • Details of activities that inculcate values; necessary to render students in to responsible citizens <br> • Any other relevant information |

| 7.1.10 QnM | *The College has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.* <br><br> 1. The Code of Conduct is displayed on the website <br> 2. There is a committee to monitor adherence to the Code of Conduct <br> 3. College organizes professional ethics programmes for students, teachers, administrators and other staff <br> 4. Annual awareness programmes on Code of Conduct are organized <br><br> **Options:** <br> A. All of the above <br> B. Any 3 of the above <br> C. Any 2 of the above <br> D. Any 1 of the above <br> E. None of the above <br><br> **Upload:** <br> • Code of ethics policy document <br> • Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims. <br> • Any other relevant information <br> **(Note: Data template is not applicable to this metric)** |
|---|---|
| 7.1.11 QlM | *College celebrates / organizes national and international commemorative days, events and festivals* <br> Describe the efforts of the College in celebrating /organizing national and international commemorative days, events and festivals during the year within 200 words. <br><br> **Republic Day:** The College celebrated Republic Day by hosting National Flag and the Principal deliver speech on the relevance of Republic Day. <br><br> **Independence Day:** The College Celebrates Independence day with colorful activities. The objectives of celebrating of this festival are to reliving our past and paying tribute to the National heroes who sacrificed their life for the cause of motherland (India). <br><br> **Teachers Day:** The Students organize programme for the teacher to celebrate to commemorate birth anniversary of Dr. Sarvepalli Radhakrishnan as Teacher's Day. The students celebrate this programme to show their respect and honour to the teachers. <br><br> **Gandhi Jayanti:** The College observed social service by cleaning the campus and paying flower tribute to the national father Mahatma Gandhi on this occasion. The NSS Unit of the College takes different activities such as peace rally, cleanliness on this occasion. <br><br> **World Environment Day:** The College organized programme on world environmental day by plantation drives and awareness and conservation of national resources and lectures, discussion are organized on degradation of the |

environment and on the relevance of abiding with the practical and conscious about the environment.

**Women's Day:** The Women Cell of the College organized women's day programme at the College. The cell organized lectures on gender bias, gender equality and awareness on ways and means for prevention of gender. All the girls students are assemble in this programme.

**National Voters Day:** The College organized on the mechanism of EVM (electronic voting machine) and the importance of universal franchise that all citizen of India over the age 18 have the right to vote irrespective of the background. The young students are familiarized on the importance of voting.

**Bodo Literary Day:** The College organized a lecture series on Bodo language and demonstrates on the indigenous Boro games and sports, an organised painting or drawing competition, essay competition. The main objective of the programme is to acknowledge the Bodo literature and culture which is observed on 16th November every year.

**National girl's child Day:** The National Girl's Child Day, 24th January is observed by the College. To spread awareness among the people about all the inequalities faced by girls. To promote the education, health and nutrition of the girl's child and to spread awareness about the rights of a girl child are the pivotal issues of the said programme.

**Provide we blink to :**
- Annual report of the celebrations and commemorative events for the last (During the year)
- Geo tagged photographs of some of the events
- Any other relevant information

## Key Indicator - 7.2 Best Practices

| Metric No. | |
|---|---|
| 7.2.1 | **Describe two best practices successfully implemented by the College as per NAAC format provided in the Manual.** |
| Q₁M | **Title of the Best Practice: 1. Adoption of village and School** |
| | The College adopted Maozizora village, Maozizora L.P. School and Bikrampur Sudempuri L.P. School situated nearby the college and focused intervention in the domain of quality enhancement, academic and infrastructure development, social change, and accelerating the social responsibility of the college. |
| | **Objective of the Best Practice:** |
| | The main objectives of the Best Practice are as follows: |
| | I.      To bring holistic changes and growth among the social members and |

students through the provision of necessary support, motivation, guidance and awareness.

II.     To make the adopted village and schools as the model in carrying positive messages in the surrounding areas and regions for bringing positive change and development.

III.    To strive in achieving the quality of life and education by changing the social realities and to bring a balance between the two.

IV.     To create healthy relationship between the college and social members thereby to disseminate values through such engagement.

V.      To guide and motivate the students of the schools in enabling and empowering them for self- growth and self worth who could be the future students of the college.

**The content:**

The content of the said practice is designed primarily to upgrade the quality of life and education among the social members and the students belonging to weaker section of the society. The college will forward possible help and assistance towards the development of the schools' basic infrastructure such as walls, culvert and roofing material etc. The college will conduct periodic assessment at the adopted village and schools in understanding the outcome and fulfillment of the objectives. The college will also provide continuous services in every possible ways to achieve the above set objectives. There will be arrangements of different activities which will positively seek to motivate and inspire the social members and the learners in bringing a positive knowledge based change. It will not only add values to the stakeholders but will also be effective in instilling quality thoughts and knowledge among the students of the college as most of the activities planned to be executed will engage and involve them. The effective engagement of such adopted social responsibility of the college will bring a new revolution in changing the social reality.

**The Practice:**

The college primarily seeks to bring social transformation in the region through the engagement of such social responsibility. The college has designed plan and policy to be implemented in achieving the set objectives. It has organized various activities

which seek to disseminate knowledge and enhance quality among the stakeholders. Some of them to be mentioned here are – Educational Awareness, Plantation Drive, Cleanliness Drive, Awareness programmes on health and hygiene, Sensitization against blind and superstitious belief, awareness against Drug addiction, socio-economic survey and motivation, repairing of village roads and so on. Timely extra and extensive classes are also conducted at both the adopted schools by engaging the selected students of the college. The college has supported and supplied adequate materials to both the adopted schools in replacing the roof of the school houses and fencing. The volunteers of NSS Unit of the college have been engaged in executing such activities. Besides these, the college has also supported the most needy and poor family of the adopted village through the construction of a house.

**Evidence of success:**

The practice has been productive in bringing social transformation as desired by the college. It has been instrumental in reshaping and uncovering the capacities of the villagers and the learners of the two schools. It has also developed conducive educational environment in both the adopted schools. The frequency of the class attendance of the learners has also improved. The organization of various programmes particularly Educational Awareness programme has brought Educational consciousness among the parents of the village. The villagers have been health and hygiene conscious. Giving awareness on self employability skills and their scope for better livelihood also became relevant and productive for the villagers.

**Problem Encountered and Resources Required:**

The pandemic of Covid-19 stood as one of the major problems and difficulties that hindered the smooth organization and implementation of the said practice. Lack of financial allocation and funding is one of the major problems faced in executing the said practice. However, despite of the tight budget, the college managed to allocate minimal financial budget for the social outreach programmes in strengthening the community. The NSS Unit of the college is allocated meager amount of financial support through which most of the expenses incurred during the programmes are handled. Besides this, the gathering of maximum number of people, particularly guardians from the village during the number of arranged programmes remained as

one of the difficulties faced as most of the villagers depend their livelihood by doing labour, cultivation and business.

**2. Title of the Best Practice: Innovative Teaching- Learning Process**

**Objective of the Best Practice:**

I.      To ensure the completion of syllabus according to the academic calendar and departmental strategy.

II.     To make the teachers adopt and acquaint with the latest educational technology and ICT in Teaching -Learning process.

III.    To minimize drop-out rate and to improve the pass percentage of the university examinations.

**The content:**

It has become essential for the teachers to adapt to the latest pedagogic style and include ICT in class room teaching. The authority of the college has emphasized and instructed all the teachers to impart maximum number of classes using the ICT facilities available at the college. Apart from class room teaching, departmental faculties are also instructed to acquaint the students with using ICT facilities specially in using the Internet browsing centre and e- resources by giving assignments and projects. For fulfilling the objectives of the practice, frequent trainings and demonstrations will be arranged for the benefit of both the students and teachers. The teachers are also advised to attend Faculty Development Programmes, Refresher Course, Orientation Programmes, Workshops etc. in time so that they will remain updated with the present trends of their subjects which in return will benefit the students in class room teaching. Besides these, the college will also look forward in organizing such programmes that will benefit both the teachers and the students.

**The Practice:**

I.      The academic calendar with various events of the college is uploaded on the website for information to the students.

II.     The academic council along with the head of the different departments

monitors and supervises frequently the pace of coverage of the prescribed syllabus.

III. Feedback is obtained from the students by the IQAC regarding the content delivery. The academic council arranges frequent training and guidance to overcome the problems faced by the faculty members in using ICT.

IV. Students are engaged to avail in browsing internet for useful resources related to their content.

**Evidence of success:**

I. Teachers are motivated to adapt modern pedagogic and ICT in their classes.

II. Useful material and resources are uploaded in the departmental whatsapp group.

III. To adapt appropriate measures for timely completion of syllabus.

IV. Facilitated the students in increasing their attendance in the classes.

V. Enhancement of satisfactory result.

**Problem Encountered and Resources Required:**

I. The requirement of more ICT resources is increasing and needs allocation of more funds to create the spirit of technology adaption by the teachers.

II. Lack of adequate infrastructure equipped with ICT tools.

III. Economic issues of learners primarily from BPL sector in availing the tools particularly during Covid-19 pandemic in attending online classes.

**Provide web link to:**
- Best practices in the Collegeal web site
- Any other relevant information

## Note:

## Format for Presentation of Best Practices

1. **Title of the Practice**

   This title should capture the keywords that describe the practice.

2. **Objectives of the Practice**

   What are the objectives / intended outcomes of this "best practice" and what are the underlying principles or concepts of this practice (in about 100 words)?

3. **The Context**

   What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice (in about 150 words)?

4. **The Practice**

   Describe the practice and its uniqueness in the context of India higher education. What were the constraints / limitations, if any, faced (in about 400 words)?

5. **Evidence of Success**

   Provide evidence of success such as performance against targets and benchmarks, review/results. What do these results indicate? Describe in about 200 words.

6. **Problems Encountered and Resources Required**

   Please identify the problems encountered and resources required to implement the practice (in about 150 words).

7. **Notes (Optional)**

   Please add any other information that may be relevant for adopting/ implementing the Best Practice in other Colleges (in about150 words).

   Any other information regarding Collegeal Values and Best Practices which the university would like to include.

## Key Indicator - 7.3 Collegeal Distinctiveness

| Metric No. | |
|---|---|
| 7.3.1<br><br>Q₁M | *Portray the performance of the College in one area distinctive to its priority and thrust within 200 words.*<br><br>The College has provided tremendous thrust and priority to its programme of diversity in inclusion and integration with proper planning and strategies. The College delivers its best ability based on the vision of it. The vision of the College is quality education. The College emphasized to give quality education by sensitizing the student and orient to the service of the community. The Students participate in various curricular and external activities through NSS |

Unit. The Students develop their academic as well as professional, cultural, social consciousness, so that the College enables the student to be responsible and independent.

The following method adapted to change in the teaching- learning environment:

- The College during the covid-19 pandemic in 2020 the College provided online learning for the students.
- The faculty use of power point presentation.
- Assignment of project work.
- Seminar and workshop.
- Group Discussion.
- Extension use of online content and their video lectures to support the class-room teaching.
- Feedback from the student about faculty and analysis

## **Future Plans of action for next academic year 2021-22 (200 words)**

**Bengtol College proposed the following plans for the next Academic year 2021-2022:**

- The College construct new class rooms under the funding of RUSA funds, new block construction is proposed.
- Renovation and expansion of college boy's hostel.
- Renovation the existing class rooms.
- Expansion of library to accommodate large numbers of student.
- To established Indo-Bhutan study centre to encourage and facilitate a research culture.
- To introduce job oriented and skill based courses.
- To organised national level webinar/ seminar/ workshops on NEP2020.
- To transform the existing class room into digital/ smart rooms.
- To organise vaccination camp and awareness programmes.
- The institution proposed to open post-graduate in different subjects.
- The institution proposed to increase the adopted villages.
- 

**Provide web link to:**
- Appropriate web in the Institutional website
- Any other relevant information

*Name:  Dr. Mallika Basumatary*

Co-ordinator, IQAC
Bengtol College, Bengtol

*Name:  Dr. Ranjit Kr. Narzary*

Principal,
Bengtol College
Bengtol.

*Signature of the Coordinator, IQAC*

*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 |
| CIE | - | Continuous Internal Evaluation |
| CPE | - | College with Potential for Excellence |
| DPE | - | Department with Potential for Excellence |
| GATE | - | Graduate Aptitude Test |
| NET | - | National Eligibility Test |
| PEI | - | Physical Education College |
| SAP | - | Special Assistance Programme |
| SF | - | Self Financing |
| SLET | - | State Level Eligibility Test |
| TEI | - | Teacher Education College |
| UPE | - | University with Potential Excellence |

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**For Communication with NAAC**

**The Director**
**National Assessment and Accreditation Council (NAAC)**
*(An Autonomous Institution of the University Grants Commission)*
P.O. Box. No. 1075, Nagarbhavi, Bengaluru - 560 072
**Phone :** +91-80-2321 0261/62/63/64/65
**Fax :** +91-80-2321 0268, 2321 0270
**E-mail:** director.naac@gmail.com
**Website:** www.naac.gov.in