



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	BORHAT BHABANI PRASAD BARUAH MEMORIAL COLLEGE
• Name of the Head of the institution	DR. PROMOD BORGOHAIN
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	7086126697
• Mobile No:	8011966964
• Registered e-mail	borhatcollege@gmail.com
• Alternate e-mail	promodbpbm@gmail.com
• Address	Borhat Habi Gaon, District-Charaideo
• City/Town	Borhat
• State/UT	Assam
• Pin Code	785693
2.Institutional status	
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	Dibrugarh University				
• Name of the IQAC Coordinator	Dr. Binita Gogoi				
• Phone No.	9954972009				
• Alternate phone No.	9394146480				
• Mobile	9954972009				
• IQAC e-mail address	gogoibinita1@gmail.com				
• Alternate e-mail address	borhatcollege@gmail.com				
3. Website address (Web link of the AQAR (Previous Academic Year))	http://borhatcollege.org				
4. Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://borhatcollege.org/wp-content/uploads/2022/03/2020-21.pdf				
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.40	2021	16/03/2021	15/03/2026
6. Date of Establishment of IQAC			02/06/2014		
7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
BORHAT BHABANI PRASAD BARUAH MEMORIAL COLLEGE	NATIONAL SEMINAR	ICSSR	2021	50000
BORHAT BHABANI PRASAD BARUAH MEMORIAL COLLEGE	SPORTS	DIBRUGARH UNIVERSITY	2021	60000
BORHAT BHABANI PRASAD BARUAH MEMORIAL COLLEGE	SENITIZATION GRANT	GOVT. OF ASSAM	2021	17000
BORHAT BHABANI PRASAD BARUAH MEMORIAL COLLEGE	NSS GRANT	NSS CELL, DIBRUGARH UNIVERSITY	2020	44700

8. Whether composition of IQAC as per latest NAAC guidelines	Yes
<ul style="list-style-type: none"> Upload latest notification of formation of IQAC 	View File
9.No. of IQAC meetings held during the year	3
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File

10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
11. Significant contributions made by IQAC during the current year (maximum five bullets)	
NAAC assessment and accreditation(1st Cycle) with CGPA 2.40 Grade B on March 2021	
Organized National Webinar on "Covid-19 Pandemic and Self-reliance through Entrepreneurship in India: Prospects and Challenges" on 8 Aug. 2020	
Organized National Webinar on "Axomiya Lokageetor Itihakhot Kahini Geet (Ballad) or Gurotta and Hamprotik Homoiot Eaar Prakhongikota"(Role and Relevance of Ballad on History of Assamese Lokogeet) on 11th Aug.2020	
Organized National Webinar on "Covid-19 Pandemic, Psycho-Physical Health of Children and Adults on 23rd Aug.2020	
3-Days online career Workshop from 9th July 2020	
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
Proposal for online classes	Excellent Academic Achievement in Final Examination.
Online teacher exchanged class	Successfully organized one Webinar on 21 June 2021 and Seminar
To organize the webinar and seminar on national level	Organized various society related programmes
To organize awareness camp of different issues	Nil
13. Whether the AQAR was placed before statutory body?	No
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	25/02/2022

Extended Profile**1. Programme**

1.1	06
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	340
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	237
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	114
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic	
3.1	18
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	18
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	14
Total number of Classrooms and Seminar halls	
4.2	19
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	10
Total number of computers on campus for academic purposes	
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process</p> <p>The College has the mechanism for delivery and documentation of the curriculum set by the Dibrugarh University to achieve the educational, social and cultural objectives. The college offers BA Choice Based Credit System programme in six subjects i.e., Assamese, Economics, Education, English, History and Political Science. Except</p>	

English, the other subjects offer both Honours and Non-Honours Programme.

The College provides ample opportunities the backward classes including ST/SC and students from Tea Gardens. Some students have achieved brilliant results in their examinations. The affiliating University provides entire course syllabus duration of the session, the date of examinations, questions papers etc.

The College identifies extension and tertiary activities that dovetail into teaching material and enrich it further. Every department has the space to intervene to enhance and enrich the learning and learning outcomes, research and knowledge- through the curriculum.

The institution encourages the faculty members to go to research, attend Refresher Course and Orientation Programme in their respective subjects, to participate National and International Seminar, Conference, Workshop etc. to present their research papers. The College also encourages them to publish those papers.

The departments organize field trips and visit for hands- on training, organize seminars, conferences, workshops, symposia, students presentations and projects to supplement and complement the prescribed curriculum in tangential ways. The curriculum is further documented and effectively delivered by the use of ICT tools and e-resources by the faculty.

For effective curriculum delivery and classroom transactions, all the teaching departments prepare their own lesson plans for both the Honours and Non- Honours course which includes lecture hours, topic to be taught and other co-curricular activities to be conducted during the academic session and the progress is regularly monitored by the heads of the departments.

The essential components of the curriculum include acquisition of related skills, handling technology and application -based testing to consolidate theoretical learning. For the effective delivery and documentation of the curriculum, the college has fully equipped, classrooms for the departments. Cameras, laptops, recordings

equipments and other ICT tools and e-resources are made available to the students to enable them to undertake their curricular tasks.

At the end of the every academic session course completion overviews and review of examination results at different levels are done by the authority in the academic committee meetings. The College encourages the faculty members to innovate teaching -learning process through seminars, symposia etc. in collaboration with NGO's like Assam Lekhika Santha, Anchalik Chatra Santha, District Administration, District Medical Departments.

N.B. - Normal routine is disturbed due to Covid-19 Pandemic.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The College adheres to the Academic Calendar published by the affiliating university and it is implemented well. However, the college may change minor work giving notification to the students. The teachers prepare semester plans for each course based on the academic calendar which details the date for various internal assessment activities. This is shared with the students and all teachers adhere to this as closely as possible. In the event that any test or deadline is rescheduled due to unavoidable circumstances, students are given adequate notice in advance regarding the same.

Sometimes the College has to prepare annual calendar incorporating the affiliating university's academic calendar, detailing all important events including start and end of the semesters, submission deadlines, as well as co-curricular and extracurricular activities.

N.B. - Normal routine is disrupted due to Covid-19 Pandemic.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution 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. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

01

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement

for year: (As per Data Template)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment**1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

The institution integrates cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional ethics into the curriculum as per the syllabus laid down by the University (Dibrugarh University) which is affiliated to

■

Political Science 6th Semester (Honours) has entire paper (course) devoted to Women's Studies.

Political Science 2nd Semester (Generic Elective, CBCS) has entire paper devoted to Feminism in India

Education 2nd Semester, Generic Elective, CBCS has entire devoted to Women Studies.

Assamese 3rd Semester (Honours) has entire paper devoted to Women Studies.

Assamese 6th Semester (Honours) has a paper with reference to Gender.

Environment and Sustainability:

The subject of Environment Studies has been included in the 2nd semester (CBCS) & 4th Semester as per curriculum of Dibrugarh University.

A paper on Environment is devoted to 6th Semester students of Economics (Honours)

Human Values:

Drama like "Rupalim" teaches human values and ethics incorporated in Assamese 5th Semester.

Assamese 4th Semester (Honours) has a paper in connection with Human Value.

Assamese 5th Semester (Honours) has entire paper in connection with Gender.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

Nil

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

0

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

E. None of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	E. Feedback not collected						
<table border="1"> <thead> <tr> <th data-bbox="76 275 550 338">File Description</th> <th data-bbox="550 275 1473 338">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="76 338 550 443">Upload any additional information</td> <td data-bbox="550 338 1473 443" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="76 443 550 555">URL for feedback report</td> <td data-bbox="550 443 1473 555" style="text-align: center;">https://forms.gle/CyWrisUXHk87fRVt5</td> </tr> </tbody> </table>	File Description	Documents	Upload any additional information	No File Uploaded	URL for feedback report	https://forms.gle/CyWrisUXHk87fRVt5	
File Description	Documents						
Upload any additional information	No File Uploaded						
URL for feedback report	https://forms.gle/CyWrisUXHk87fRVt5						
TEACHING-LEARNING AND EVALUATION							
2.1 - Student Enrollment and Profile							
2.1.1 - Enrolment Number Number of students admitted during the year							
2.1.1.1 - Number of sanctioned seats during the year							
450							
<table border="1"> <thead> <tr> <th data-bbox="76 927 550 990">File Description</th> <th data-bbox="550 927 1473 990">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="76 990 550 1050">Any additional information</td> <td data-bbox="550 990 1473 1050" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="76 1050 550 1151">Institutional data in prescribed format</td> <td data-bbox="550 1050 1473 1151" style="text-align: center;">View File</td> </tr> </tbody> </table>	File Description	Documents	Any additional information	No File Uploaded	Institutional data in prescribed format	View File	
File Description	Documents						
Any additional information	No File Uploaded						
Institutional data in prescribed format	View File						
2.1.2 - 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)							
2.1.2.1 - Number of actual students admitted from the reserved categories during the year							
301							
<table border="1"> <thead> <tr> <th data-bbox="76 1467 550 1529">File Description</th> <th data-bbox="550 1467 1473 1529">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="76 1529 550 1592">Any additional information</td> <td data-bbox="550 1529 1473 1592" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="76 1592 550 1697">Number of seats filled against seats reserved (Data Template)</td> <td data-bbox="550 1592 1473 1697" style="text-align: center;">View File</td> </tr> </tbody> </table>	File Description	Documents	Any additional information	No File Uploaded	Number of seats filled against seats reserved (Data Template)	View File	
File Description	Documents						
Any additional information	No File Uploaded						
Number of seats filled against seats reserved (Data Template)	View File						
2.2 - Catering to Student Diversity							
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners							
<p>After the admission the authority tries to find out the potentialities and competency of the students and attempt to take separate approach with respect to slow learner, average learners and advanced learners. The teachers give special attention to these</p>							

three groups with reference to their course materials given to them. Slow learners are given extra classes/ remedial classes so that they can understand the subjects without hesitating. Different types of methods are taken to involve the students in the students in the teaching-learning process. The faculty members of respective departments identify the advanced learners on the basis of their performance in class tests, Sessional examinations (in-semester), interaction etc. the stratified groups are allotted advance topics and assignments. They are also assigned to solve the university question papers of at least last 5-7 years examinations. The faculty members then discuss the question papers in extra classes. The shortcomings are pointed out. The students are also provided lists of reference books available in the departmental as well as the central library for furthering of their knowledge level.

N.B.- Physical classes were suspended due to Covid-19 Pandemic.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
340	18

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The College has always given utmost importance on how the learning process be made more student centric. In addition to chalk and talk method, the lecture method is supplemented by overhead projector, power-point and LCD projectors.

The strategies are given below:

The digital class room is used to facilitate the use of ICT for the

teachers and students alike.

The students participate in extension programs whereby they learn something.

Group discussion, seminar, educational tours to academic institutions and historical places are also some measures to make learning process student-centric.

In individual capacity level, a few teachers have published text and reference books.

One such innovative mechanism is 'Interactive Learning'. The teachers often develop personal contacts with the students and allow interaction with them before and after the class in their respective departments.

Vernacular Medium is used sometimes to aid the speedy understanding of the students. Questions relating to the syllabus and all relevant questions are discussed inside the classroom.

Field study of the concerned departments enhances their knowledge.

Participatory learning activities such as wall magazine, annual magazine, project work, assignments and extracurricular activities of NSS are provided.

The Honours course students are interacted one by one.

To enhance communication skills frequent departmental seminars are held and the students have been encouraged to select topics of their own.

Borhat BPBM College Student Union organizes "College Week" which is a platform to search potent talents of the students in various aspects.

To encourage the students, the college has been running an award "College Best Graduate Award". Moreover, the meritorious students are also felicitated.

Borhat BPBM College Student Union (BBPBMCSU) has been organizing the "College Week" through which their talents may be hunted. Various competitions are held in culture, music, literature, athletics, indoor and outdoor games etc. platform to search potent talents of the students in various aspects. BBPBMCSU also has been publishing a

magazine almost regularly through which the creativity of the students is nurtured. The students published their creative writing in the "Wall Magazine" and "Hand Written Magazine". The Mentors in general, gives different types of knowledge such as soft skills, ICT and the skills of different types of works from time to time.

N.B.- Physical classes were suspended due to Covid-19 Pandemic.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

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File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

18

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

18

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - 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)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

03

File Description	Documents
Any additional information	No File Uploaded
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)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

309

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college maintains full transparency in internal assessment and adopts the procedures to enhance the quality of such assessment. The evaluation blue-print has normally been earmarked by the University through 80% marks of each paper are at the disposal of the University and set in the end semester examination. The other 20% mark being Sessional part is accrued of 5% from first Sessional, 5% from second Sessional, 5% from attendance and 5% from Semester Group Discussion/ Seminar Presentation/ Home Assignments etc.

The important points of internal assessment are given below:

- The evaluation guideline as prescribed by the affiliating university is published in the college prospectus.
- Home assignments are given to the students.
- Sessional tests are made on the topics taught as per the guideline of Academic Calendar of Dibrugarh University.
- Attendance of the students is strictly maintained and proper weight age of attendance in internal assessment is provided.
- Group discussion, home assignments and seminar are held as part of internal assessment.
- Marks of Sessional tests are displayed on the Notice board and answer scripts are shown to the students.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The University frames all the rules and regulations regarding the evaluation process in the meeting of "Board of Studies" and

"Academic Council" and circulate the resolutions to all the affiliating colleges.

The Principal provides the copies of resolutions to the HODs and the faculties are aware of the evaluation process. At the beginning of the Semester the Principal convenes general meeting of the faculty members and apprises the evaluation process through discussion. The faculty members inform the students about the various components in the assessment process during the semester. In the Semester system, the University reserves the right to set questions of 80% marks of each paper in end semester examination and the rest of 20% marks due by the colleges. The 20% marks is accrued of 5% from first Sessional, 5% from second Sessional, 5% from attendance and 5% from Semester Group Discussion/ Seminar Presentation/ Home Assignments etc.

The college provides a scope for reevaluation of answer scripts if the students are not satisfied with the marks given to them. The process of reevaluation is time bound and efficient. The students can avail the RTI act in case of any examination related to grievances.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The teaching strategies of the college are structured through academic calendar, teaching plan and time table i.e. the class-routine. The teachers have been deputed for short term, orientation and refresher courses for their knowledge enhancement. The college recruits competent teachers and always tries to retain efficient teachers.

The college authority and the IQAC adopt appropriate measure for regular holding of classes, completion of syllabi and provided adequate infrastructural facilities such as classroom and library, reading materials, laboratory equipments for the students of specific subjects. The departments hold class test series, Sessional examinations, seminar, group-discussion etc. and special care is

taken for the disadvantaged and slow learners.

The college has the mechanism of assessing the teachers by student's feedback through some certain questionnaire set. Students are assessed through the performances in various examinations. Moreover, the talents of the students have been searched in diverse areas in the college week events.

The program outcomes, program specific outcomes and course outcomes for B.A (Honours and Non-Honours) courses offered by the institutions are displayed in the college website. The college has clearly stated learning outcomes. This are enriched as the vision, mission and objectives of the college. The teachers and students are made aware of these outcomes through their publication in the college prospectus. Further, these are formally or informally discussed in various gatherings in the college. The new comer students are introduced to these outcomes at the time of admissions as well as on the day of freshmen's social.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

As the college is affiliated to Dibrugarh University, so the college has to follow the course modules prescribed by the University. However, the college has the mission to create an atmosphere for holistic development of the students and modulate them into good citizens, have care for the society. The college provides free and fair education irrespective of caste, creed, culture, economically backward and socially deprived. The college has been trying to open up new frontiers, of knowledge so that the students may have desire to learn and benefited for progression of higher studies as well as groomed for carrier opportunities.

The progress of the students throughout the duration of the course is mentioned through in house test, discussion, seminar presentation, end semester examinations etc. as per the guidelines of affiliated University. The Sessional examinations, seminars and group discussions are provided to enhance the subject related

knowledge, the ability of expressing their thoughts and ideas in better way.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

111

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://drive.google.com/file/d/1M4_pWqTwmXRmhiJPFb08QJX_CHuauWhB/view?usp=sharing

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://forms.gle/CyWrisUXHk87fRVt5>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - 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

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during

the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - 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 the year

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Extension activities are carried out in the neighborhood community, sensitizing to social issues, for their holistic development. These activities are carried out through different Cells and Committees of the institution like NSS, Women Cell, Red Ribbon Club, Public Relation Cell etc. Programmes like blood donation, gender equality, flood relief, social responsibility, upholding the Constitution, relief in containment zone, anti drug campaign, environmental concern, involvement in neighbouring educational institutions are conducted.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution 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

3.3.3.1 - 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

9

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

3.3.4.1 - 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

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

-The institution has sufficient number of classrooms in respect of intake capacity with five digital classrooms, a computer laboratory and a conference hall. The classrooms are well equipped to meet the needs of the students with adequate teaching -learning aids. The classrooms have sufficient lighting, ventilation and sitting arrangements for the students and teachers. The College has a 20KV power generator and one phase electricity connection. For monitoring the classroom and campus activities adequate number of close circuit cameras have been installed. Safe drinking water is provided using modern water purifiers. Three solar stand lights are already installed in the campus. For extra-curricular activities the facilities of sports, outdoor and indoor games, NSS, cultural activities, public speaking are available in the institution.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

-The creation and enhancement of infrastructure to facilitate effective teaching and learning is initiated by the Governing Body of the College. There is an outdoor playground adjacent to the institution campus for development of sports activities and other extra-curricular activities. Equipments for various indoor and outdoor games are dispensed for running sports smoothly so that the students can utilize their off periods and after the class hours. Different class activities are performed in a temporary auditorium furnished necessary audio-visual accessories. Most of the instruments and facilities for performing cultural activities are provided by the institution. The institution also provides Volleyball court, Basketball court, Kabaddi court, Football court and various songs, dances and dramas performed in the college during occasion like foundation day, sports week etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

5

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

5

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - 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)

4.69

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Borhat B.P.B.M. College Library is working on SOUL 2.0 Software which is Integrated Library Management System (ILMS). The major module of SOUL which is catalogue and circulation are partially automated. The database of books have been created using this software and among the main functions i.e circulation which is done with the help of SOUL 2.0. The automation process includes sectional bar code which is under process.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

B. Any 3 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

1.18

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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)**4.2.4.1 - Number of teachers and students using library per day over last one year**

18

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

-The institution has five numbers of updated smart class rooms with audio visual and Projectors facilities. It has free Wi-Fi facility inside the campus. The institution updates its IT facilities regularly in order to enhance quality education through these technological tools. The students use the computers basically to check the information in the computer laboratory. The entire college campus including class rooms under the surveillance of CCTV which regularly maintained for various purposes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

5

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

E. < 5MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

-The college authority has to repair and check-up physical facilities such as repairing of computers, furniture, other equipments and playground. The college calls for technical experts from time to time from various agencies for check-up, repairing and maintenance of the equipments and buildings. Sometimes the college takes helps of the engineers from PWD, Electricity and Architects regarding maintenance, repairing of buildings and other infrastructures.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION	
5.1 - Student Support	
5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File
5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year	
5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year	
File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	B. 3 of the above

File Description	Documents
Link to institutional website	www.borhatcollege.org
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

Nil

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

E. None of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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)

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

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - 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****5.3.1.1 - 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.**

1

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution 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)

The college has a Student's Union body. It is constituted through a democratic process of election. The portfolio - President, Vice-president, General Secretary, Asst. General Secretary, Game Secretary, Asst. Game Secretary, Cultural Secretary, Magazine Secretary, Girl's Common room Secretary, Social Welfare Secretary etc. are available in the college. There is a constitution of the Governing body. The entire process of election is held as per the guidelines of the Lingdo Committee Report. The members of the union Body arrange the annual college week programme, celebration of the Teacher's Day, Swaraswati Puja and many other programmes. Student

representation and participation has been an integral part of teaching -learning process of the college. Students representation are there in NSS, Anti -ragging Cell, Grievance & Redressal Cell, etc. Student representation in Youth festival and in other events is encouraged

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

- The college has an Alumni Association but it is not registered yet. The association does not help the institution financially but it helps in other activities, basically the welfare of the students. The alumni are communicated and are kept updated with college activities through social media and direct contact. The role of the alumni in the last NAAC assessment and accreditation was very significant.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

-The Principal of Borhat B.P.B.M College as head of the management designs and executes the academic and administrative policy and acts as the architect of the infrastructure development. The college Governing Body to which the Principal of the college acts as Secretary makes and designs the management policy. The Principal/Secretary of the college implements the policy so designed with active co-operation of the faculty members of the college.

The academic policies and course curriculum designed and prepared by the affiliating University are implemented with cooperation of the faculty members of the respective departments.

For implementing various curricular and infrastructural activities, the Principal as the management leader constitute different committees to carry out the action plans for fulfillment of the stated missions.

The members of various committees are informed about the duties and responsibilities in formulating the action plans. The institution always takes initiative to run innovative programs.

The strategies and policies are framed and approved by the Governing body of the College. Any policy prepared by the Principal in consultant with faculty members is approved in the Governing Body.

The institution ensures involvement of all stakeholders for effective improvement of the quality of the institution, internal coordination and monitoring mechanism. The coordination between the administrative staff and the teaching staff of the college is effectively maintained. The Principal has been playing a leading role in bringing about organizational change, inclusive of administrative reforms, infrastructure development, discipline of work and promotion of work culture in the institution. The institution reinforces the culture of excellence through workshops, awareness programmes, special lectures, teaching learning and evaluation, applying for research projects, ICT management etc.

The Principal of the college prepares all its plans and policies with consultant of the Governing Body, IQAC and other committees. At the time of execution of the policies and plans, all the staff members and students are involved. Outcomes are reviewed and are studied and changes for the improvement where required are incorporated in the system.

The college authority manages to involve each and every member of the college fraternity in the academic and curricular works of the college in addition to their rendering normal services by incorporating them into various committees constituted in the college. Several committees are constituted for overall management of the admission, conduct of examinations, promotion of research and extension activities, development of infrastructure facilities, encouraging cultural activities etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

-The college has taken up various measures for decentralization of power and such several committees have formed with faculty members for overall management. This has been maintained at higher as well as at the lower level. The Governing Body is the highest decision making authority with the Principal as the Secretary. There are several sub-committees to run the administration formed by the Governing Body. For example, the college has the following bodies working at different levels-

1. IQAC
2. Research Committee
3. Building Construction Committee
4. Women's Cell
5. Student's Counseling and career Guidance Cell
6. ST, SC, OBC Committee
7. Anti-ragging Cell
8. Grievance Redressal Cell
9. Admission Committee
10. Library Advisory Committee
11. Sexual Harassment Committee
12. Teacher's Unit
13. Student's Union
14. Feedback Analysis Committee
15. Hostel Management Committee

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

-The Governing Body of the college frames the plans for the development activities of the college. The Governing Body also takes necessary measures for deployment and review of the said activities.

Borhat BPBM College has perspective plan for development of the college and its stakeholders. The institutional development

particularly infrastructure development is looked after by the management. It comprises extension of building, introduction of new courses, establishment of new faculty, etc. The management forms several committees for further academic growth and infrastructure development of the college.

- To provide advanced technology for excellence in academic works
- To develop the infrastructure facilities and to submit project proposal to UGC/RUSA for the same.
- To provide global opportunity of employment to the students in future.
- Promotion of research and publication
- Purchase more books and journals for the central library and departmental libraries
- Ensure audio-visual teaching to all departments
- To develop research facilities in the college
- To promote value-based extension works
- Faculty development in the college

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

- The college has a Governing Body to look after the academic and administrative matters along with policy making. The Governing Body is formed as per guidelines laid down by the Govt. of Assam. The Governing Body is composed by the Principal, President, University Nominee, Guardian and Donor members, teachers and non-teaching representative and Coordinator, IQAC.

1. Principal: Academic, Administrative and financial functions are executed as per UGC and Directorate of Higher Education, Assam.

2. Vice principal:

Appointment: Senior most faculty

Function: Academic and Administrative**3. Head of the Department:**

Appointment: A faculty is appointed for tenure of three years as per guidelines of Affiliating University.

4. Teachers:

Appointment: As per UGC guideline, Initial appointment is the post of Assistant Professor is made as per UGC guidelines and the state govt. of Assam.

5. Non-teaching:

Appointment and promotion: As per Assam Government Guidelines.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

-Borhat BPBM College always endeavors for professional development of teaching and non-teaching staff by adopting the policy such as-

* Support the faculty members to participate in faculty improvement programmes like Refresher Courses, Orientation Programmes and Short term Courses.

* Efforts are made so that the faculty adopts student-centric education approach, academic planning, uses of modern teaching-learning aids to make the curriculum interesting and effective for the students.

* Promotes research activities by encouraging the faculty members to carry out research works and run projects like MRP etc.

* Promoting the participation of students, faculty members and staff in all co-curricula, extra-curricular, community development and social work.

* The institution ensures inclusiveness of female section by employing reasonable members of female as faculty members.

* The Women's Cell undertakes the extension activities

* Encourages participating Skill development and training for non-teaching staff.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

- The management of the college makes an assessment of the performance appraisal reports for the teachers and feedback forms and accordingly appraises the teachers about the outcomes and communicated to the appropriate stakeholders the necessary steps to be adopted for overall improvement of the academic atmosphere. Borhat BPBM College always endeavors for professional development of its teaching and non-teaching staff by adopting the such as-

* Support to participate the faculty members in faculty improvement programmes like Refreshers Courses, Orientation Programmes and Short term Courses.

* Efforts are made so that the faculty adopts student-centric education approach, academic planning, uses of modern teaching-learning aids to make the curriculum interesting and effective for the students.

* Promotes research activities by encouraging the faculty members to carry out research works and run projects like MRP etc.

* Promoting the participation of students, faculty members and staff in all co-curricula, extra-curricular, community development and social work.

* The institution ensures inclusiveness of female section by employing reasonable members of female as faculty members.

* The Women's Cell undertakes the extension activities

* Encourages participating Skill development and training for non-

teaching staff.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly 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

-The college conducts internal and external audits regularly up to last financial year. The institution has conducted internal audit in various heads like library fund, Game fund, festival fund, development fund, Union fund, admission fund and miscellaneous fund, etc. External audit on construction and other grants, as well as income and expenditure of internally generated funds have also been done through Chartered Accounts from time to time.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

- The college has an efficient financial system to manage its day to day activities and mobilize resources in an efficient manner.

All fees and fines collected by the college administration through bank challans deposited under the respective heads of accounts.

Fee structure is decided by the GB

The institution has been implementing as cashless campus since 2017. In circumstances cash payment are made.

In case of any purchase quotations are invited from established firms. The purchase committee makes a comparative statement of the tendered quotations and the lowest bidder with requisites criteria is asked to supply the quoted materials. The payments are made only after receiving the material by a/c payee cheques

A construction committee is constituted by the GB to look after all construction related works. For all constructions, tenders are invited from reputed construction firms.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

-The IQAC has contributed in institutionalizing the quality assurance processes with respect to co-curricular, extension activities, students support and best practice etc. The institution has an Internal Quality Assurance Cell (IQAC) established on 2.6.2014. It has been contributing in promoting the quality of teaching -learning. IQAC has taken initiative for publishing a Newsletter of the institution from the Year 2014. The role of IQAC is very significant and they are as follows

*Extension Activities: The College staff and students are engaged in various extension activities including academic services. The college has adopted one nearby secondary school. The teaching

faculty members have been rendering the service of periodic teaching at the institution on different subjects as per their demand. Moreover, the teaching faculty members are engaged to teach various subjects in different Higher Secondary schools and nearby nearby college. IQAC and NSS of the college are involved in several awareness programmes on different issues of present day relevance and also rendered social services like Food Relief at Containment Zones during Lockdown Period.

***Organizing National Level Webinars:** IQAC has successfully organized three National Level Webinars, one International Webinars, one National Level Quiz Competition and one Online Career Workshop during Pandemic period of 2020-2021.

***Reviews teaching-learning process:** The college reviews its teaching-learning process, structures and methodologies of operations and learning outcomes through IQAC set up. The IQAC annually provides and takes feedback from students in respect of teachers' quality, teaching methodology and completion of syllabus. The feedbacks are analyzed statistically and submitted to the head of the institution who in turn places them in the Governing Body for discussion of necessary action.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution 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

-The college reviews its teaching-learning process, structures and methodologies of operations and learning outcomes through IQAC set up. The IQAC annually provides and takes feedback from students in respect of teachers' quality, teaching methodology and completion of syllabus. The feedbacks are analyzed statistically and submitted to the head of the institution who in turn places them in the Governing Body for discussion of necessary action.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://drive.google.com/file/d/1M4_pWqTwmXRmhiJPFb08QJX_CHuauWhB/view?usp=sharing
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Safety and Security: Safety and security is the prime concern of the institution. To ensure safe and secure environment for the students and the faculties as well number of measures have been updated

1. Boundary wall is already constructed
2. CCTV cameras are installed at proper places
3. RO water facility is available
4. Emergency Phone numbers are displayed
5. Identity card is issued with valid date, containing name, photograph, bloodgroup, address to ensure safe entry and

passage into other organizations and also to identify whenever necessary.

File Description	Documents
Annual gender sensitization action plan	Nil
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	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

***Solid waste management:** Academic and administrative buildings and other surroundings area in the campus are cleaned everyday by the college staff (Grade -IV) and they separate out the waste and dispose accordingly. Waste is used in vermin compost project of the institutions.

***Liquid Waste Management:** Currently the institution does not have the science stream. As such the chemical liquid waste is rare. Liquid waste from the points of generation like toilets, canteen etc. is let out as effluent into drainage system to avoid stagnation.

***Biomedical Waste Management:** Biomedical waste release is rare because the institution avails only arts stream currently

***E-waste Management:** It is sure that no discarded computer, printer or other electronic equipment remains idle in the premises. Unused or damaged electronic items are returned to the distributors as the institution does not have recycling system.

*** Waste Recycling System:** Nil

*** Hazardous Chemical and Radioactive Waste Management:** Not Applicable

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional 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

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional 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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts 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

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

-The institution's efforts are directed towards providing an inclusive environment. Accordingly, numbers of steps are initiated. The institution itself is located in an area which is hub of different communities,. Keeping it in mind IQAC and NSS of the institution carry out some of the activities such as celebration of international Women's Day, celebration of world environment Day, Independence Day, Republic Day, Celebration of festivals like Bihus, Freshers' Day, Teachers' Day, Swaraswati Puja, Cultural Programmes on ethnic groups, Arranging blood donation Camp, flood Relief camp, Literary Arrangement, Camps in Adopted Village and involvement in social activities under community development Programme.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

-The institution organizes various programmes and camps or lectures etc. from time to time for inculcating values for being responsible citizens. Republic Day and Independence Day are observed and history of India and independence struggle is revived. NSS Unit initiates flood relief camp so as to arouse the feelings of brotherhood and to expose the students to the reality. Across the year the institution celebrates or organizes programmes such as International Women's

Day, World environment Day, Independence Day, Republic Day, Yuga Day, Anti Corruption Day, Human Rights Day, Surgical Rights Day, Constitutional Day, Celebration of festivals like Bihus, Freshers' Day, Teachers' Day, Swaraswati Puja, Cultural Programmes on ethnic groups through IQAC and NSS.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	View File
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	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

- The Institution celebrates and organizes various national and international commemorative days, events and festivals. The following events are observed or celebrated in the institution:

* International Women's Day

- * World environment Day
- * Independence Day
- * Republic Day
- * Teachers' Day
- * Constitution Day
- * Gandhi Jayanti
- * Dr. Bhupen Hazarika's Birth and Day Anniversary
- * Swaraswati Puja
- * International Yoga Day
- * Anti-Drug Day & Illicit Trafficking Day
- * Anti-corruption Day.
- * Ekakta Day

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. Institutional Social Responsibility

Objectivity:- The institution never turns it back to the responsibilities towards the society as a whole. The institution believes in the application of classroom training and instruction of the outside community. It believes that good habits must be cultured from the days of schooling. To create responsible and sincere citizen is one of the dreams cherished by the institution.

Accordingly, it initiates activities to realize the learners of their responsibility towards the society at large. The institution encourages, engages in extension and co-curricular activities to achieve the end.

Context: - The college is located in rural area inhabited by different tribes and tribal groups. Many of them are accustomed to their traditional beliefs. They do not have concern for environment, health-hygiene and education. Being economically backward, a part of the population cannot afford higher education. The institution assists, coordinates and contributes to the upliftment of these rural folk.

Practice:- Borhat BPBM College was established with the aim of providing higher education to the rural students of the locality. Since its inception the institution has not turned its back to its responsibility towards the society. Accordingly, various programmes have been implemented at various levels. Free relaxation to students from BPL family, visiting students and guardian for encouragement and more friendly relationship, plantation and awareness camps in neighbouring villages, awareness against AIDS and drug abuse through camps and street dramas, assisting outgoing students for pursuing higher education etc. have been certain initiatives. Assam is a state which experiences flood like an annual affair. The institution organizes flood relief camps and uses to distribute food items, cloths, medicines, anti-fungal items, water, warm cloths etc. Students and faculty members are deployed and the relief is not limited to the neighbouring area but also to other parts of the state. Food relief at containment zones is made by the staff of the institutions. The college staff has also contributed to Chief Minister's Relief Fund for flood victims and also for the pandemic relief fund of Covid-19. Free medical camp and blood donation camps arranged by the institution also fall under this category.

Evidence of success: The evidence of success of the best practices can be seen in participation of public in institutional matters like organizing inter-college competition, Establishment day, book releasing, activities of women cell etc. Flood affected areas like Rohmoria, Sonari, Dishangmukh have been relieved during the bitter days of flood. In public function outside the institutional vicinity, the faculties and students are always offered greater responsibility and are always taken into good faith. Local folk is seen more and more aware of the environment, health and education.

Problems encountered and Resources required:

- No sufficient fund
- Remote villages
- Unawareness of guardian and local folk

Notes:(optional) Teaching and learning should go beyond the walls of the classroom. The student community should be exposed to social environment. Engaging them in social activities would help them in becoming sincere citizens. The students must be made to realize that they have responsibilities not only to their home but also to the society.

2. Anti -Ragging Cell

Objective of the practice:-

- To culture ragging free environment
- To create a friendly environment
- To nurture good habits.

Ragging means display of noisy and disorderly conduct. Reports are there that ragging has ruined countless lives of the students. Environment in an educational institution is expected to be friendly and evil free. Physically or emotionally hurting is an offence. Ragging itself is disease. Ragging is a challenge which majority of the educational institutions face in modern times.

The Practice: To maintain a ragging free environment has formed an Anti- Ragging cell which monitors students' activities and ensures that the institution enjoys an educational environment in true sense. The college campus is under CCTV surveillance. The classrooms, common rooms, canteen are monitored. The Anti-Ragging Cell organizes meetings and determines measures and punishment.

Evidence of Success:

- No single instance of ragging for the last five years.
- Friendly relationship between junior and senior students
- The institution functions as single force.
- No feeling of discrimination among students in respect of class, caste and religion.

Problems encountered and Resource required:

- Managing students of different mindsets is not an easy task.
- Problems of supervision

Notes(optional): Media reports are enough to describe the extent of brutality of ragging in educational institution. Therefore, forming anti ragging cell is necessary to annihilate the disease of ragging. The cell or committee has to be more alert and active.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Education for all

Borhat Bhabani Prasad Baruah Memorial College, located in a multi ethnic domain and catering to the need of higher education in a vast geographical area has making significant contribution in the academic and social sphere of entire Borhat and adjacent areas including parts of Nagaland and Arunachal Pradesh. For the large number of students from Tea tribe community the institution provides the learning and future building Platform. Most of them were first generation learners and these students have contributed to change in socio- economic scenario. The positive impact in their socio-economic status is easily visible today.

Now it has grown into an institution with modern facilities like computer lab, digital classrooms, Academic and other supports, culture, literature and in finding suitable job opportunities. Today, a good number of alumni is seen engaged in professions like teaching, defence, paramilitary, tea management and other services. Besides, alumni and students it can be seen representing competitions at districts and state levels.

The institutions offer co education. The teaching staff has equal numbers of male and female. As for students, the ratio of boys and girls student is satisfactory. Both girls and boys are given equal opportunities to participate, and represent the institution. To achieve its goals the institution undertakes schemes like fee, wave, fee relaxation, financial assistance, academic assistance, counseling guidance, etc.

The institution believes that education is not confined to classroom teaching. Therefore it has been initiating programmes to culture

value education. Learners are inspired to involve in social activities and the various cells and communities of the college make active efforts for effectiveness of those programmes. The institution is gradually growing, cherishing its dreams of joining the world community in its thirst of knowledge.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

- * To introduce Add-on/ certificate programs
- * Plan for collaboration regarding various academic activities
- * More involvement in community activities
- * To organize Seminars and Workshops for inspiring faculty members
- *To attempt more publication from the institution