



YEARLY STATUS REPORT - 2021-2022

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	
• Affiliated / Constitution Colleges	Affiliated College
• 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/2021-22/				
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	
Nil	Nil	Nil	Nil	Nil	
8. Whether composition of IQAC as per latest NAAC guidelines			Yes		
• 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)		
1. Organized National Webinar on "Education during Covid-19 pandemic" on 21 June 2021.		
2. Observed 7th International Yoga Day and 5th World Environment Day at home due to second wave of Covid -19 pandemic.		
3. Organized International Women's Day and published hand written magazine "Garima".		
4. Organized One Day Workshop on "NEP-2020 and Higher Education" on 10th January 2022.		
5. Organized ACTA's Zonal Conference of Sivasagar and Charaideo District		
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. Proposal for submitting AQAR the institute of the year 2020-21.	1. Successfully submitted AQAR of Borhat BPBM College on 30th March, 2022.
2. Proposal for designing Academic calendar.	2. The Academic calendar for the session 2021-22 was prepared more comprehensive and was successfully executed.
3. Focus on co-curricular activities.	3. Successfully organized Inter-College Kabaddi Competition of Dibrugarh University and the Girl's team of the college became champion.
4. Proposal for induction of Add-on courses.	4. The process is going on.
5. Renovation of library building and the gym.	5. Construction of the Reading room in the library and the gym are completed.
6. Focus on Institutional, social and outreach activities.	6. NSS Unit and Women Cell organized many activities during the session.

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body, Borhat B.P.B. Memorial College	05/04/2023

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	27/02/2023

15. Multidisciplinary / interdisciplinary

The college focuses on a holistic and overall personality

development of students by inculcating 21st century skills of learners. The college aims at imparting an education that shall develop the intellectual, aesthetic, social, physical, emotional and moral values in students. The college initiates seminars and conferences with the faculties with a view to expand the horizons of knowledge for students, Important days like International Yoga Day, International Women's Day, World Environment Day, Road Awareness Programmes are celebrated. "Environmental Studies" is a compulsory subject in regular curriculum offered by the University. A multidisciplinary Course is also for non-honours students.

16.Academic bank of credits (ABC):

Borhat BPBM College does not fulfil the requirements of ABC yet but the institute shall soon be starting with the process.

17.Skill development:

The college has started skill development courses like Entrepreneurship Development. Under this course the Weaving, Tub making and Vermi Compost are practiced by the Women Cell and NSS Unit respectively. The college has made all efforts to build healthier and harmonious working environment with respect to issues related to gender, environment and sustainability, Human values and Professional Ethics into the curriculum.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Borhat BPBM College has degree curriculum language like Assamese only. The college has given a lot of importance to local culture and local food habits. Students are made aware of skill oriented and value based cultures.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Apart from regular classroom teaching, there are tutorial classes and the mentor -mentee system that gives priority to outcome based education. Students are made aware of the course specific outcome through orientation programme, classroom discussion, expert lecture and practical.

20.Distance education/online education:

Borhat BPBM College offers BA course in some disciplines under the Krishna Kanta Handique Open University.

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	308
Number of students during the year	
File Description	Documents
Data Template	View File
2.2	236
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	96
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 Total number of Classrooms and Seminar halls	14
4.2 Total expenditure excluding salary during the year (INR in lakhs)	22.3
4.3 Total number of computers on campus for academic purposes	10

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

Borhat BPBM College is affiliated under Dibrugarh University and follows the syllabus set by the parent University. The college offers BA Choice Based Credit System programme in six subjects i.e., Assamese, Economics, Education, English, History and Political Science. Except English, the other subjects offer both Honours and Non-Honours Programmes.

Each department prepares its own teaching plan allotting term-wise topic to be taught within the stipulated time period. Through a series of interactive activities like classroom teaching, group discussion, power point presentation, quiz, debates, academic tests, subject tours and field studies etc. the students are being given practical insight into the curriculum. For effective delivery and documentation of the curriculum, the college has fully equipped classrooms for the departments, cameras, laptops, recording equipments and ICT tools and e-resources are made available.

The student's performance is assessed through Continuous Internal Evaluation (CIE) by conducting Internal Assessment test and assignments. The examination results are reviewed and weaker students are taught again in remedial classes.

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)

Borhat BPBM College adheres to the Academic Calendar published by affiliating University and it is implemented well. Actually the academic calendar of the college has been prepared taking into consideration the published calendar of the affiliating University. The calendar is so formed so as to give equal importance to sports, and other cultural events besides academics for an all-round development of students with a sound mind and sound health.

Before the commencement of the semester, the teachers prepare semester plans for each course based on the academic calendar which details the date for various internal assessment and 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.

IQAC periodically monitors the coverage of syllabus, quality of question papers and assignments etc. An examination committee is formed at the college level for monitoring the overall internal assessment process. Continuous Internal Assessment review is taken by the Principal regularly.

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

D. Any 1 of the above

programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

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)	No File Uploaded

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

0

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

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

Borhat BPBM College integrates cross cutting issues relevant to professional Ethics, Gender, Human Values, Environment and Sustainability into the curriculum as per the syllabus laid down by the Parent University.

Political Science 6th Semester (Honours) has one entire paper (course) devoted to Women's Studies. Political Science 2nd Semester (Generic Elective), CBCS has one entire paper related to Feminism in India.

Education 2nd Semester (Generic Elective), CBCS has one entire paper devoted to Women Studies.

Assamese 3rd Semester (Honours) has a paper with reference to Gender.

Environmental studies has been added in the 2nd Semester students (CBCS) and 4th Semester as per curriculum University for creating awareness related to various environmental issues.

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

Drama like "Rupalim" teaches human values and ethics incorporated in Assamese 5th Semester. Assamese 4th Semester (Honours) has a paper in connection with Human Values and in 5th Semester (Honours) has one entire paper in connection with Gender.

Every Year the College is organizing Women's Day celebration to respect the women at all levels. Various extension programmes are being organized by the institute to create awareness among rural community with respect to ecological balance.

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

0

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)	No File Uploaded

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)	No File Uploaded

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

C. Any 2 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)	View File
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://docs.google.com/spreadsheets/d/1Fqb29equnxzCqW2vCAZB0qAevU9RkXsvRe_g2d8V_ic/edit?usp=sharing

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

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

272

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

The respective subject teachers find out the potentialities and competency of the students. Identifying the slow, average and advanced learners the specific teaching and learning methodologies are implemented for the individual betterment of each student.

In case of slow learners, extra classes and remedial classes are given to support them to the areas in which they are seen to be lacking. Additional reading materials are provided along with books and notes.

The teachers of respective departments also identify the advanced learners on the basis of their performance in class tests, Sessional examinations and interactive session. The teachers take care extra of them so that they excel more and fare better and optimize their potential in academic as well as co-curricular activities.

The students are assigned to solve the University question papers at least 5-7 year's examinations. The teachers 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 central library.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
308	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 makes continuous and conscious efforts to enable its students to realize their potential.

The college has digital classrooms for each department to facilitate the use of ICT for the teacher and students alike.

The library of the College is digitalized and wi-fi enabled. It provides accessibility to e-resources vide INFIBNET to teachers.

Group discussion, seminar and workshops are organized to encourage and motivate the students to become participative agents and not just passive recipients of knowledge.

Field studies and educational tours to academic institutions and historical places are some measures to make learning process student-centric.

Participatory learning activities such as wall magazine and hand-written magazines by various departments, annual magazine, project work, assignments and extra-curricular activities of NSS unit are provided to nurture creative and other skills.

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

Vernacular Medium is used sometimes to aid the speedy understanding of the students.

Teachers take online classes on Google Meet, Zoom and other platforms. Reading materials are shared through different medias like Google classroom, whatsapp etc.

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

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

The College intends to practice ICT enabled Teaching for making the classes more exhaustive and thorough. The faculty members make the best use of ICT tools in the classrooms. It is found that visual presentations and use of visualizers help the weaker students to imbibe the concepts of the topics and enhance their knowledge.

The library provides accessibility to e-resources to teachers and students. The college has well equipped computer labs. The labs are updated with new software's like Tally, Microsoft office, the latest Excel software's etc.

IQAC takes initiatives for the training of faculty members so that they can impart quality education. Teaching learning through ICT is the need of hour. It helps both slow and advanced learners to understand the topics easily and makes the class more interesting.

To cater the growing needs of online teaching during pandemic the faculty members used MS Teams software for smooth conduct of classes. Teachers share reading materials, shorts notes, e-books over different media platforms like whatsapp, Google class room etc. teachers also use social media platform like WhatsApp and Telegram to connect with the students individually and collectively beyond the classroom for giving extra information and support to students.

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	View File

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	View File

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

2

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.

Borhat BPBM College maintains full transparency in internal assessment and follows the Dibrugarh University rules and guidelines . 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 assignment etc.

The important points of internal assessment are as:

- The evaluation guidelines as prescribed by the affiliating University are published in the college prospectus.
- Sessional tests are made on the topics taught as per guideline of academic Calendar.
- Attendance of the students is strictly maintained and proper weight age of attendance in internal assessment is provided.

- Home assignment, Group discussion and Seminar are held as part of internal assessment.
- Marks of Sessional Tests are displayed on the Notice board and answer scripts shown to the students.

The marks are sent to the University after carefully uploading and cross-checking them so that any discrepancy does not arise.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

Borhat BPBM College has a well defined system in place to deal with examination related grievances. If any complain related to internal examination arouse then Grievances Redressal Committee with concerned department look after the matter and act according to University guidelines. Students can lodge their complaints in written form on any issue, including internal evaluation process. All the grievances are solved in consultation with Principal, Grievances Redressal Committee members and concerned departmental faculty members.

Moreover, the internal evaluation system of the college is transparent, time-bound and efficient with adequate checks and balances. Any query of students regarding the feedback and evaluation is thoroughly addressed by the concerned teachers. Students feeling aggrieved have the option of taking up the matter with the Heads of the respective departments. Hence the college employs a robust multi-tiered mechanism to ensure transparency and objectively in dealing with grievance related to internal examinations.

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 college uses following avenues to make the students and teachers aware of the learning outcomes.

- Course curriculum states expected learning outcomes for each subject of all the courses. The same are made known to all the stakeholders through University Syllabus which is available on Websites of University and the college.
- The college has a practice of planning the semesters well in advance to facilitate smooth execution of work.
- The teachers have been deputed for short term courses, orientation programmes and refresher courses for their knowledge enhancement.
- The college authority and the IQAC adopt appropriate measures 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 programme outcomes, programme specific outcomes and course outcomes for B.A (Honours and Non-Honours) courses offered by the college are displayed in the college website. The college has clearly stated learning outcomes. These 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. The new comer students are introduced to these outcomes at the time of admissions.

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.

Borhat BPBM College monitors the progress of programme outcomes and course outcomes on continuous basis.

The progress of the students throughout the duration of the course is monitored through in house test, discussion, seminar presentation

and end semester examination etc. as per the guidelines of the affiliated University. Students under Dibrugarh University examination are evaluated for 80% marks of total marks and institution for 20% marks as internal assessment. The Sessional examinations, seminars and group discussion are conducted per semester to ensure that the students have achieved subject related knowledge, the ability of expressing their thoughts and ideas in better way.

Moreover, the college accumulates feedback from students, alumni and parents which is an important method of measuring attainment with objectives of identifying the attainment level of students in terms of programme, subject, course and syllabus outcomes and to understand the impact of teaching-learning process.

Last but not the least higher education is another important parameter to measure the attainment of the Programme outcomes and course outcomes. Programme outcomes and course outcomes are through progression of students towards higher studies in premier educational institutions in India and abroad.

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

95

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/1Fan6ts4I48538R_kli6d_sIc9IYbHCyr/view?usp=drive_link

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://docs.google.com/spreadsheets/d/1Fgb29equnxzCqW2vCAZB0qAevU9RkXsvRe_g2d8V_ic/edit?usp=sharing

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)	No File Uploaded

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)	No File Uploaded
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	
2	
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	
0	
File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded
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	
0	
File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded
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

Borhat BPBM College undertakes various extension activities involving students on regular basis and these are targeted at different communities in the neighborhood. Extension activities and outreach programme to promote the College-neighborhood community to sensitize the students towards society needs. The college has been leading in shaping the students into responsible citizens of the nation and imparting all round development of students.

The activities are carried out through different Cells and Committees of the College like Women Cell, NSS Unit, Red Ribbon Club, Eco club, Public Relation Cell etc. Programmes like blood donation, gender equality, plantation programme, flood relief, social responsibility, road drive, upholding the constitution, anti drug campaign, environmental concern, and involvement in neighboring educational institution are conducted. The college also plays a supportive role to adopted villages.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

1

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

472

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

1

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	No File Uploaded

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.

Borhat BPBM College has adequate infrastructure and physical facilities for teaching-learning.

- * 14 spacious classrooms
- * 5 classrooms with LCD projector facilities
- * 1 fully air-conditioned digital classrooms
- * 1 computer lab
- * 1 power generator with 20 KV power.

- * One phase electricity connection.
- * Adequate number of close circuit cameras
- * Safe drinking water with modern water purifier
- * Solar stand light in the campus
- * 15 computers, 3laptops, 4 printers and 1 Xerox machine
- * Well-equipped Central library with computers and Xerox machine with internet connectivity, the library has access to online Journals and other useful e-resources.
- * Departmental libraries are also in all departments
- * Facilities of sports, outdoor and indoor games

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 college is committed to offering the resourceful infrastructure for holistic growth of students.

Auditorium is yet to be completed. There is a spacious outdoor playground adjacent to the college 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 cultural 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, Kabaddi court, Football court, Basketball court, cricket ground and various songs, dances and dramas performed in the college during occasion like foundation day, sports week etc. facilities of gym is also available for students.

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.

05

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

05

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)

150900

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 BPBM 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 among the main functions i.e., circulation which is done with the help of SOUL 2.0. The automation process includes sectional bar code.

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

C. Any 2 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)

5900

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**

Teachers- Total Days-90/100, Total Users-140/170. Average 1.55 & Percentage-5.74%. Students- Total Days-120/160, Total Users-900/300, Average-7.5/8.1 & Percentage-2.40%/2.56% ge-5.74

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

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

Borhat BPBM College initiates proper measures towards maintaining and updating its IT and related services and facilities. The college has five numbers of updated smart classrooms with audio visual and projectors facilities. It has free Wi-Fi facility inside the campus.

The Borhat BPBM College Library has been automated. SOUL2.0. has been installed with the goal of making the library fully automated.

Total admission process is online from 2019-2020. The college has installed Complete Accounts Management Software and online admission software and students' management software. Now college is also upgraded with online UPS and generator backup facilities. Most of the administrative works are done in online like question papers, marks entry, declaration of result, registration etc.

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

4.3.2 - Number of Computers

10

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

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

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

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)

324859

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
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 maintenance and beautification procedures are supervised by the Maintenance and Beautification Committee. The Committee members chalk out a systematic plan for the repair and maintenance for physical and academic facilities.

The College calls for Technical experts from time to time from various agencies for check-up, repairing and maintenance of

furniture, computers, equipments, building and playground.

The library services of the College are maintained by the librarian of the College with the help of library staff.

Game Secretary with a Professor In-charge and the Principal as the Chief Advisor lays emphasis on maintaining the sports facilities.

Necessary parts of equipments, furniture and other goods are purchased as per the requirements with Purchasing Committee. Regular meetings are held to approve the necessary purchases.

The Vice Principal of the College is the Academic In-charge and as such she is actively involved in maintaining the classrooms of the College. Moreover as the head of the Institution, the Principal of the College pays notices regularly for maintaining and utilizing the classrooms effectively so that an Education-friendly environment be created.

The College has a green shade towards preserving local ethnic medicinal plants and flower garden, maintained by Beautification Committee.

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

308

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

308

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**

A. All of the above

File Description	Documents
Link to institutional website	Nil
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	
0	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
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)	No File Uploaded
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	A. All 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	No File Uploaded
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	

17

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**

02

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**

02

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.**

2

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 an elected Student's Representative Body called Student's Union Body. It is constituted through a democratic process of election, consisting of -President, Vice-President, General Secretary, Asst. General Secretary, Game Secretary, Assistant Game Secretary, Cultural Secretary, Magazine Secretary, Girl's Common room Secretary, Social Welfare Secretary, Boy's Common room Secretary etc. There is a constitution of the Student's Union 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.

Student's representation and participation are there in NSS Unit, Anti-ragging Cell, Grievance & Redressal Cell, Admission Committee, etc.

Participation of selected students Inter-College Competitions and Representation in Youth Festival and other events are 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**

03

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. A large number of alumni of the college are contributing to the society or nation in different capacities. The College successfully draws on their support through alumnae meets. The alumnae and former faculty are communicated and are kept updated with college activities through social media and direct contact. The role of alumni in the last NAAC assessment and accreditation was very significant for the college,

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)

E. <1Lakhs

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 College has been focusing and implementing the principles of decentralization and participative management practices at different levels in its structure.

The administrative, academic and development activities of the College are conducted and managed by the Principal with the help of the active cooperation from Academic In-Charge, Faculty Members, Non-Teaching Staff members and the Union Body of the Students. In this regard the Governing Body of the College provides all kinds of support and guidance in different aspects of the College.

Different academic and administrative as well as other statutory and non- statutory Committees, assigned with different activities and responsibilities are formed through the inclusion of the faculty members, members from non- teaching staff, student members etc.

The Students Union of the College has been empowered to play an important role in different activities of the College. The Students' Union of the College is formed with President, Vice-President, General Secretary, Assistant General Secretary and some other Secretaries of different portfolios through general election among the students in each academic session as per the recommendations of the Lyngdoh Committee.

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.

Decentralization and participative management are supported by the Committee system that is in place in the College and includes different stakeholders. The Governing Body, which is the apex body in College administration, includes teachers, guardians of students and members of the affiliating University community, thereby itself being highly representative character. The participatory aspect of College management is as

The transparency in the admission process is monitored by the Committee with the inclusion of faculty members, office staff, and student's representation through the President and General Secretary of the Students Union.

Examination Committee is entrusted with the implementation of all activities pertaining to the College's internal and external examinations. It also advises the administration on examination matters.

The Research & Publication Cell plans and implements the Management's initiative to foster research activities in the College.

The Library Committee plans for augmentation of the College's library resources and consolidates the requirement for learning resources originating from the different teaching departments.

Purchase Committee advises the administration on all College acquisitions and also has a monitoring role in ensuring the quality of the purchases.

The Construction committee advises the administration on new construction activities, which the College proposes to undertake and on the maintenance.

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 College prepares and follows a well-planned and well managed daily class routine as its strategy for quality development and delivery system.

The College has been continuously upgrading its learning resources such as Books and Journals, E-Journals as well as E-Resources, ICT Technology etc. as the quality enhancement strategy for curriculum development and delivery system.

The College has given adequate importance on the use of ICT services in Teaching-Learning process to enhance its effectiveness along with its continuous up-gradation and expansion.

Well planned and well conducted Teaching plans are followed by the faculty member of different Departments. The IQAC and the Academic Council of the College monitor and guide in all these aspects.

The College has the provision of Departmental Library in each Department.

Faculty members of the College are actively involved in attending Orientation Course/Refresher Course/Short-term Course etc. on regular basis to upgrade their educational skills continuously to cope up with the changing trends in the field. The College has a well scheduled and well planned internal evaluation system consisting of In semester examinations, Seminars, Group Discussion, Class attendance of the students.

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 Governing Body of the College is formed as per rule by the State Government. The Governing Body is headed by the Chairman appointed from renowned academician. The Principal is the Secretary of the

Body. Two representatives from the Faculties, two guardians, the Librarian, representative from the Non-Teaching staff are included as members apart from the Nominee of the Vice- Chancellor . The meeting of the Governing Body is organised on regular basis to discuss and take decisions on different issues for development of the Institution.

The College follows and implements strictly the appointment and service rules and procedures enacted by the Government.

The College has an effective and efficient administrative setup under the principles of decentralization along its continuous improvement .The Principal is the Head of the Institution. The academic activities are supervised by the Principal. Moreover the College has different bodies such as Academic Board, Disciplinary Committee, Purchase/ Tender Committee etc. for smooth functioning.

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

The College always endeavours 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 Course, Orientation Course and short-term Course.

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.

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

Promote the participation of students, Faculty members and staff in all co-curricular, extra-curricular, community development and social work.

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

The Women 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

Nil

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

Nil

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

06

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 Principal of the College prepares Appraisal Confidential Report (ACR) for the members of Teaching and Non-Teaching Staff on the basis of the performance of the employees.

Teaching Staff: Every year the college seeks information from the teachers about their academic achievements and the same is recorded. This record reflects the publications, conferences attended, papers presented, participation in orientation and refresher courses by the faculty members.

Performance appraisal record is collected in prescribed format and the achievements of the faculty are kept in IQAC for their inclusion in the AQARs of the college. The IQAC thereafter assesses the report submitted by the faculty/department and does an academic audit which is then shared with the departments.

The performance appraisal is also used for Career Advancement of the teachers. If there is a scope for improvement on the part of the teacher, they are advised to upgrade themselves.

Non-Teaching Staff: Non- teaching appraisal procedure is done as per UGC norms.

Teacher's Evaluation by Students: Students are given with Feedback Forms to provide their feedback of the teachers. The forms are then analyzed by the departmental teachers, IQAC, and the Principal and corrective measures taken, wherever necessary.

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

Internal audit is done throughout the year by the college after every financial transaction.

Income and expenditure are closely monitored. Proper procedure of purchase is adopted. Quotations are called for and prices are compared. Transparency is fully maintained. The Purchase Committee looks after the purchase related matters.

For the grants received from UGC, utilization certificates are prepared according to the allowed expenditure under various heads. The utilization certificates are annually submitted to UGC.

The external audit takes place annually after the completion of every financial year. A Chartered Accountant is appointed by the college to work as a audit.

Online Payment is done through PFMS (Public Finance Management System)

The bills and vouchers of the revenue expenditure are checked and verified.

Stock registers and Purchase registers are checked in details. The utilization Grant Certificates are also audited by the external auditor.

Statutory external audit and assessment of income-expenditure and Receipt-payment is done.

The Account of the college extends all possible cooperation to the auditor for the smooth running of the audit.

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)

144700

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)	View File

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

Major sources of institutional receipts or funding of the college are-

* Funds from UGC grants

* Fees from students for the 3 year UG Programme

Utilization of resources-

* The College authority plans the division, allocation and utilization of funds in the most effective way

* Fees received from students are used for development of the college, non-grant faculty and staff salaries which are properly audited in time. Physical and academic facilities are augmented for students.

* Funds are allocated for the quality enhancement of the library, sports facilities, upgrading the laboratory, and ICT infrastructure

of the college.

* Seminars and workshops are organized. Field study, excursion, Guest lecture are organized for students.

* The Purchase Committee looks after the all purchases made. Every purchase is done through calling tenders as per required norms and all purchases are supported by voucher and supporting documents.

* All the collections are deposited in the bank and all expenditure, recurring and non-recurring are incurred through Cheques/ electronic mode. Only authorized persons by management can operate the transaction through the bank.

* The college has been implementing as cashless campus since 2017. Only in circumstances cash payment are made.

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 been contributing in promoting the quality of teaching-learning and has taken initiative for publishing a Newsletter of the college from the year 2014.

* Organizing National Webinar on "Education during Covid-19 Pandemic" on 21st June 2021 and ICSSR NERC sponsored National Seminar on 'Covid-19 and its impact on Indian Economy 4th Oct. 2021.

* Initiating Exchanged class system (then online due to Covid-19 pandemic) by the faculty members of neighboring colleges.

* Organizing One-Day workshop on "Implementation of New Education Policy (NEP) 2020 and its Opportunities and Challenges" on 10th January 2022.

* The IQAC regularly monitors and advises the development of ICT enabled technology in teaching -learning process.

* The IQAC prepares Academic Calendar and Time table in each academic session and lays importance on strict implementation of it.

* The IQAC conducts students Feedback on regular basis and initiates required steps for improving teaching- learning activities.

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

Borhat BPBM College reviews its teaching-learning process, structure and methodologies of operations and learning outcomes in detail in the periodic meeting of IQAC and decisions are taken for further improvement in this regards. The academic committee including all the Head of the departments of the college in this regards discusses the different related issues and decides about the academic activities. The research and publication committee has taken initiatives to publish the book of Women Cell, entitled 'Garima' edited by Nilima Sensua and Dipanjali Gogoi during the session.

The IQAC have taken initiatives to introduce Add-on courses for the students.

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/1Fan6ts4I48538Rkli6d_sIc9IYbHCyr/view?usp=drive_link
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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

Borhat BPBM College is sensitive and committed towards gender equity issues. It has an active Women cell which creates awareness regarding gender equity. The college ensures an ideal gender sensitive and gender friendly environment in the campus.

Women's Cell in association with IQAC and NSS of the college organized the day-long programme to celebrate International Women's Day on the theme 'Gender equity Today for a Sustainable Tomorrow' on 8th March 2022 to make the students and employees aware of women's empowerment, leadership, gender equity and safe and secured future.

For safety and security purpose, CCTV cameras are installed, Emergency Phone numbers are displayed and boundary wall is already constructed.

Statutory committees like the Anti-Sexual Harassment committee, Women's cell and Grievance Redressal Cell are constituted as per rules and regulations of statutory authorities and working effectively in the college.

There are separate common rooms for girls and boys as well as women and men employees. A Sanitary pad vending machine has installed in the girls' common room.

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	No File Uploaded

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. Some wastes are used in Vermi compost project and the college is able to generate certain amount of income through selling this product.

Liquid waste management: The institution does not have the science stream. As such chemical liquid waste is rare. Liquid waste from the point 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.

E-waste management: There has been the regular creation of e-waste product in the college particularly from computer accessories. The college has been following the policy of re-cycling through

repairing and certain E-waste is sold for re-cycling at different levels. Moreover the college has a separate place for storing.

Waste Re-cycling System: The college has been adopting different procedures as mentioned above as waste recycling system. The college has been trying to upgrade its waste recycling system.

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

C. Any 2 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

E. None of the above

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 college is aiming at providing affordable and quality education to all sections of society and also understands the importance of providing an inclusive environment for an all-round holistic development. Hence the college practices inclusion in every level from admission to management and administration. Student admission is based on merit and following government reservation rules irrespective of language, religion or caste.

The college itself is located in an area which is hub of different communities. Students from diverse community and cultural background form the strongest pillar of the institution. It is open to celebrate different religious and cultural festivals. Cultural programmes on establishment day of the college are performed by students of all communities and it is a show case of different culture. It reflects that the college lays much emphasis on social harmony awareness of the rich culture of Assam.

Scholarships are given as per government rules to the SC/ST/ OBC students for their upliftment and inclusive progress in the world education.

Awareness programmes are held on a regular basis by the NSS and IQAC for promoting cultural diversity and inculcating the spirit of inclusion.

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 college organizes an orientation programme for the students at the beginning of the Academic session. The programme caters to introducing the students to their rights and responsibilities.

The college has adopted the nearby village "Naharpukhuri Konwar Gaon" committing to its overall development like health, sanitization, education and other relevant aspects.

The Department of political science organizes Human Rights Day, Constitution Day and National Voters Day to make the students aware of their duties as responsible citizen of the nation. Republic Day and Independence Day are observed and history of India and independence struggle is revived. World Environment Day, International Women's' Day, international Yoga Day etc. are observed to inculcate universal values. NSS unit initiates flood relief and food relief camp so as to arouse the feelings of brotherhood and to expose the students to the reality.

The college takes initiatives to make the campus a plastic free zone. The college pond is kept pollution free and awareness programmes are held on the importance of understanding environmental conservation in a responsible manner.

All religion, caste and language are respected equally and students are taught the importance of building up a democratic outlook.

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

C. Any 2 of the above

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

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 college organizes and celebrates national and international commemorative days, events and festivals as best practices and social responsibility. The students participate enthusiastically in celebration of these events and various cultural activities throughout the year. The college believes that the observation and celebration of events and festivals inculcate a strong sense and feelings of cultural identity among students. The following Days, events and festivals are observed or celebrated in the college:

- * International Women's Day
- * World Environment Day
- * International Yoga Day
- * Independence Day
- * Republic Day
- * Teachers' Day

- * Constitution Day
- * Gandhi Jayanti
- * Bishnu Prasad Rabha Divas
- * Dr. Bhupen Hazarika Birthand Death Anniversary
- * Swaraswati Puja
- * Bihu Aadoroni

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	View File
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.

* Best practice -1

Village Adoption (An Institutional Social Responsibility initiative)

Objective:

To impart the idea of social responsibility among students

Context:

The initiative of Naharpukhuri Konwar Gaon adoption by the College has aimed at bringing the students from classroom to the real situations of life. The college has organized week-long awareness camp on social issues and environmental problems, meeting basic needs of life as well as developing their livelihood skills.

Best Practice-2

Green campus: A sustainable initiative

Objective

- To keep the college campus green as it is very necessary for sound teaching and learning.
- To create awareness among the students about sustainable environment.

The context:

Green campus relates to the concerns of environmental conservation and also improved health of the environment. It focuses mainly to ensure the sustainability of sufficient recourses for future generation. More stress is being given on the proper infrastructure development so as to continue and maintain the green practices.

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

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

Borhat BPBM College has been taking significant contribution in the academic and social sphere of entire Borhat and adjacent areas including parts of Arunachal Pradesh and Nagaland. For the large number students from Tea Tribe Community the institution provides the learning and future building Platform.

At present the college has achieved success in its planning to impart effective and quality education. It has grown into an institution with modern facilities like computer lab, digital classrooms, well furnished facilities for games and sports as well as other support services to deliver effectiveness in academic and co-curricular exercises.

A good number of alumni are seen engaged in professionals like teachings, defence, paramilitary, tea management and other services.

The institution offers co-education. 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 and has been initiating programmes to culture value education. The institution is gradually growing and 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

- * Plan to introduce Add-on/ certificate courses
- * Plan to organize year-long community activities
- * Plan for signing Memorandum of Understanding (MOUs)
- * Plan to attempt more publication from the college.