



YEARLY STATUS REPORT - 2023-2024

Part A	
Data of the Institution	
1.Name of the Institution	BORHAT B.P.B. 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	borhatcollege@gmail.com
• Address	Borhat B. P. B. Memorial College
• City/Town	Borhat Habi Gaon
• 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.	7086126697				
• Mobile	9394146480				
• IQAC e-mail address	gogoibinita1@gmail.com				
• Alternate e-mail address	officebpbm@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	http://borhatcollege.org/wp-content/uploads/2025/01/2022-23.pdf				
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/2025/01/2023-24.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			22/05/2021		
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 B.P.B. MEMORIAL COLLEGE	NATIONAL SEMINAR	ICSSR	2023	400000	
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	03	
<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)		
<p>?Successfully submitted AQAR, AY 2022-23 on 15th May, 2024</p> <p>?Successfully organized i. State level one week Workshop on Research Methodology on " Innovativeness in Present Day Research" from 11th Sept. to 16th Sept. 2023 ii. One ICSSR sponsored national Seminar on " Celebrating Rich Cultural Heritage of North East India" on 13th & 14th October, 2023. ??Signed MoU with AMTRON on 3rd August, 2023 for special services (employability) for existing Final Year Students & New Degree Apprenticeship Program ??IQAC has been periodically involved in obtaining & analyzing the feedback from various stakeholders for Immediate implementations of the suggestions</p> <p>?Collaborative Activities : Tourist Guide Training in collaboration with District Administration Week-long Workshop in collaboration with ACTA, Sivasagar Zone Voting Awareness Program in collaboration with District Administration, Charaideo & Students of Moran College All Assam Debate Competition in association with the Forum for Assam Nisha Mukto Abhiyan/ Drug Abuse program in collaboration with District Administration, Charaideo International Drug Abuse Day observation in collaboration with Police Administration, Sonari</p>		
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
Conduct of IQAC Meetings	Three IQAC Meetings were conducted during the academic year. IQAC has become the data storage hub. Quality check at various levels and places are continually done.
Conduct of National Seminar and workshops towards research enhancement	Successfully organized i. State level one week Workshop on Research Methodology on "Innovativeness in Present Day Research" from 11th Sept. to 16th Sept. 2023 ii. One ICSSR sponsored national Seminar on "Celebrating Rich Cultural Heritage of North East India" on 13th & 14th October, 2023. and one Week-long workshop
Preparation & Submission of the AQAR 2022-23	Successfully submitted AQAR , AY 2022-23 on 15th May, 2024
Plan for signing Memorandum of Understanding	Signed MoU with AMTRON on 3rd August, 2023 for special services (employability) for existing Final Year Students & New Degree Apprenticeship Program.
Preparation and Submission of data to AISHE	Submitted data in AISHE web portal
Feedback analysis from various stakeholders	IQAC has been periodically involved in obtaining & analyzing the feedback from various stakeholders for Immediate implementations of the suggestions
Focus on Research and Publication	The faculty members published their original research papers and articles in various Books and Journals and the Research and Publication Cell published the ICSSR sponsored Seminar Proceeding Book on 29th Jun.

	2024
Plan for collaborative activities	Tourist Guide Training in collaboration with District Administration Week-long Workshop in collaboration with ACTA, Sivasagar Zone Voting Awareness Program in collaboration with District Administration, Charaideo & Students of Moran College. All Assam Debate Competition in association with the Forum for Assam Nisha Mulktto Abhiyan/ Drug Abuse program in collaboration with District Administration, Charaideo International Drug Abuse Day observation in collaboration with Police Administration, Sonari
Conduct & Analysis of Academic and Administrative Audit	Process is going on.
Focus on co-curricular activities	Manab Jyoti Sonowal become Champion in 22nd Junior National WUSHU Championship 2023 held on 11/08/2023 Deepsikha Borgohain and Gaurob Gogoi participated on Marathon Rally organized by RED RIBBON CLUB at Dibrugarh University Deepsikha Borgohain & Susmita Mazhi become winner at BorPather College in Inter College Power lifting Competition Susmita Mazhi becomes winner of National Arm Wrestling Championship 2024 Mr. NabaJyoti Gogoi, Junior Office Assistant Becomes Winner in Power lifting Competition of Assam on 12/9/2023
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
GOVERNING BODY	12/12/2024

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2023	06/01/2025

15. Multidisciplinary / interdisciplinary

The College focuses on a holistic and overall personality development of students by inculcating 21st century skills of learners. It aims at imparting an education that shall develop the intellectual, aesthetic, social, physical, emotional and moral values in students. The College has six U.G. programmes, offering both Major and Minor (Honours and General) Courses. They are Assamese, Economics, Education, English, History and Political Science. The institution is affiliated to Dibrugarh University and follows the curriculum assigned by the parent University as per UGC guidelines. The FYUGP curriculum has introduced and it provides the students a wide range of courses. The curriculum has efficiently integrated cross-cutting issues relevant to professional Ethics, Gender, Human Values, Environment and Sustainability etc. The new programme has multiple entry and exit. 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.

16. Academic bank of credits (ABC):

As per order of the Directorate of higher Education, Assam, dated 8th April, 2022, Borhat BPB Memorial College has formed an NEP Task Force to fulfil the requirement of Academic Bank of Credits as proposed in NEP 2020. The Task Force will execute, coordinate and communicate to DHE in this regard. As per the framework of the Parent University and DHE, Assam, the roadmap for the execution and technical support system has been developed to fulfil the requirements of Academic Bank of Credits. The institution has signed MoU's with neighbouring institutions for collaboration, joint degrees and to enable Credit transfer.

17. Skill development:

Under the FYUGP curriculum of BA programme, Skill Enhancement Courses (SEC) has been included for various semesters. The UG degree programme offers certificates, diplomas and degrees as follows: there are two SEC papers in UG Certificate course, three SEC papers in UG Diploma course, three SEC papers, in 3-year UG degree course and three SEC papers in 4-year honours degree course. The introduction of Skill Enhancement courses into the Undergraduate Curriculum under the National Education Policy (NEP) 2020 signifies a significant leap forward in providing students with a holistic and practical education. These courses play a crucial role in equipping students with both technical and professional skills, empowering them to excel and adapt in the dynamic job market. The college has plans to introduce short-term certificate courses in Computer Application, Beauty and Hygiene, Spoken English, Spoken Sanskrit etc. The institution is providing value based education through various courses and extra-curriculum activities.

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

Under the FYUGP curriculum offered by the parent university, MIL (Modern Indian Language) has been incorporated as a compulsory course for the BA students. Indian knowledge system has been well incorporated by including studies in Classical Indian Literature, Indian Political and Social Systems and Thoughts, Ancient Indian Philosophical Thoughts and Historical Developments. Moreover, the college observes various important National and Regional days/events to inculcate among students patriotic and nationalistic feelings. The college has been providing classroom delivery system in bilingual mode, i.e. Assamese and English.

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

The CBCS Curriculum of UG course under Dibrugarh University has laid down the learning outcomes in terms of Programme outcome, Programme Specific outcome and Course outcome. The Students are made aware of the learning outcomes by organising Orientation Programme.

20.Distance education/online education:

At present the college does not offer its own Distance Education Course. But it has a Study Centre of Krishna Kanta Handique State Open University (KKHSOU) which offers various traditional and vocational courses for UG students under Distance Education. Online Education has gained popularity during the Covid Pandemic and online classes were conducted very effectively by all the faculties. There is further scope for strengthening the blended mode of learning in the college.

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	336
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	222
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	74
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	11.30
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	20
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

Borhat BPB Memorial College is affiliated under Dibrugarh University and follows the University syllabus. The college offers FYUGP of BA Programme in Assamese, Economics, Education, English, History and Political Science. The college provides a clear and calculated Mechanism to ensure efficient curriculum delivery.

The academic calendar of Dibrugarh University is followed by the college.

Timetables are created by a committee for the college and then prepared by the relevant departments.

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 and field studies etc. the students are given practical

insight into the curriculum.

For affective delivery and documentation of the curriculum, the college has fully equipped classrooms for the departments, cameras, laptops, recording equipment and ICT tools and e-resources are made available.

Remedial classes are being used by the faculties as part of their initiative to support slow learners.

The academic progress is regularly monitored by the heads of the departments.

The student's performance is assessed through Continuous Internal Evaluation (CIE) by conducting Internal Assessment Test and Assignments.

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 Dibrugarh University. Actually the academic calendar of the college has been prepared taking into consideration the published calendar of the affiliating University. It contains important information about the teaching and learning schedule (working days), numerous events that must be held, holidays, dates of internal exams, semester exams, and other events. The calendar makes it easier for teachers to keep track of all the activities involved in the continuous internal evaluation process at the college. It is also on display at the principal's office and on the College's website.

Sessional exams, seminars, project work, classes, the Report, tests, workshops, and semester exams are just a few of the ways that the faculty members have taken control of this process.

The institution has established an academic committee to make sure that process operates well, and the principal often checks internal

assessment.

The HOD creates the lesson plan and presents it to the teacher.

The IQAC compiles the contributions that have been received from the several departments and periodically monitors the coverage of syllabus, quality of question papers and assignments etc. 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 B. Any 3 of the above 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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

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	View File
Minutes of relevant Academic Council/ BOS meetings	View File
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)

05

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
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

179

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

179

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

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.

The department of Assamese Major contains a paper of poetry related to human values, feminism, naturalism, environment with deep insight.

In Political Science the students have to study about Indian Constitution, to identify individual role and ethical responsibility towards society and to understand human rights and its implications. Political Science provides one entire paper (course) devoted to Women's Studies and another one entire paper related to Feminism in India. Global Politics is also included for study.

The department of Education has the paper devoted to Women Studies and Gender.

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

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 through NSS unit to create awareness among rural community with respect to ecological balance and its importance. Students are motivated to take up projects related to environmental issues to overcome the identified problems.

File Description	Documents
Any additional information	View File
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

1

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
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

21

File Description	Documents
Any additional information	View File
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

D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	View File
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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://docs.google.com/spreadsheets/d/13qjwJJcRKws8B4CPUbPIsE9R_cFHEKp2n5Wl0KWF6Mk/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

298

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 institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The students of the college are average learners. As such there is no strict distinctions between advanced and slow learners. However based on the academic performance of the student every departments identifies and selects slow learners and offers them remedial classes. Moreover through mentoring and departmental parents meet the faculties provide guidance and counselling to both advanced and slow learners as well as inform the parents about the strengths and weaknesses of their wards.

In case of slow learners, extra classes and remedial classes are given to support them. Reading materials along with personal, academic and career-related counseling are provided by the respective teachers. The students are assigned to solve the University question papers. The teachers then discuss the question papers in extra classes. The shortcomings are pointed out.

The teachers take extra care of the advanced learners so that they excel more and fare better and optimize their potential in academic as well as co-curricular activities. They are allotted advance topic and assignments and also encouraged to participate in different inter-college competitions and even at the state or national level.

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
Nil	Nil

File Description	Documents
Any additional information	View File

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

Borhat BPBM College makes continuous and conscious efforts to enable its students to realize their potential. The teachers have always given utmost importance on how the learning process be made more

student centric. Following student centric methods are applied to enhance different types of learning

Educational tour- To acquaint the students with the rich history, culture and geography of the state various departments conduct educational tours.

Field Survey- Departments like education undertake field survey as part of their curriculum requirements.

Seminar Presentation & Group Discussion- Departments organize in-house departmental seminars and group discussions on various topics.

Extension activities- The departments along with various Cells & Committees of the college conduct extension activities both within & beyond campus.

File Description	Documents
Upload any additional information	View File
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	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://borhatcollege.org/ict-enable-tools/

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**

File Description	Documents
Any additional information	View File
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**

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 to conduct the Internal Assessment. The evaluation blue-print has been earmarked by the University under FYUGP through 60% marks of each Major and Minor paper are at the disposal of the University and set in the end semester examination. The other 40% mark being Sessional part is accrued of 10% from first Sessional, 10% from second Sessional, 10% from attendance and 10% from Semester group discussion/ Seminar presentation/ Home assignment etc.

The important points of internal assessment are as:

1.The evaluation guidelines as prescribed by the affiliating University are published in the college prospectus.

2.Sessional tests are made on the topics taught as per guideline of academic Calendar of Dibrugarh University.

1. Attendance of the students is strictly maintained and proper weight age of attendance in internal assessment is provided.
2. Home assignment, Group discussion and Seminar are held as part of internal assessment.
3. Marks of Sessional Tests are displayed on the Notice board and answer scripts shown to the students.

All of these together constitute an integral part of Internal Examination which is carried out in a well planned and systematic manner.The marks are sent to the University after carefully uploading and cross-checking them so that any discrepancy does not arise. If any error is detected in the final mark-sheet in spite of rigorous scrutiny, it is promptly reported to the University by the college.

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

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	View File
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 clarity in understanding of contents, scope and limitations (if any) of programme or course enables the faculty to plan for entire teaching process and to execute the lecture delivery in an efficient manner.

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

1. Course curriculum states expected learning outcomes for each subject of all the courses.
2. Individual faculty members prepare their lesson plan in the beginning of every semester for every subject taught by them.
3. The teachers have been deputed for short term courses, orientation programmes and refresher courses for their knowledge enhancement.
4. The college authority and the IQAC adopt appropriate measures for regular holding of classes, completion of syllabi and provided adequate infrastructural facilities.
5. The departments hold class test series, Sessional examinations, seminars, group-discussion, etc. and special care.
6. The programme outcomes, programme specific outcomes and course outcomes for B.A (Major and Minor) courses offered by the college are displayed in the college website.
7. The college has clearly stated the vision, mission and objectives of the college.
8. The teachers and students are made aware of these outcomes through their publication in the college prospectus.

File Description	Documents
Upload any additional information	View File
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 60% marks of total marks and institution for 40% 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.

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

74

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	View File
Paste link for the annual report	https://drive.google.com/file/d/1Ey4P476FRKs2zV1z1aTOoGM1CiTH2ijK/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://docs.google.com/spreadsheets/d/16yDn3-JG-tc7wCyphcirpZhkzSRNHOM/edit?usp=sharing&oid=100291446303194588131&rtpof=true&sd=true>

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	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
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	View File
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

02

File Description	Documents
Report of the event	View File
Any additional information	View File
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)	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

17

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

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**

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

14

File Description	Documents
Reports of the event organized	View File
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	View File
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

03

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	View File

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

03

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
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.

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

*** 14 spacious classrooms**

*** 5 classrooms with LCD projector facilities**

- * 1fully 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
- * Gym facilities

File Description	Documents
Upload any additional information	View File
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	View File
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

05

File Description	Documents
Upload any additional information	View File
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)

347850

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	View File
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

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
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)

File Description	Documents
Any additional information	View File
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

28

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

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	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

20

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 A. ? 50MBPS

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.	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 college ensures regular maintenance and upkeep of all infrastructural facilities. Maintenance is also outsourced to take care of the extra loads.

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 elected by the students annually 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 consisting Principal as chairman and committee members. Regular meetings are held to approve of the necessary purchases for maintenance of college infrastructure.

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**

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**

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)	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

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	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

04

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

29

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

01

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.**

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

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 E. <1Lakhs (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

Vision: Borhat BPBM College is committed to provide quality education to students, to empower them through knowledge and values, to make aware of socio-economic changes and sustainable development.

Mission: Moulding students into rational thinkers, competent persons and citizens of social awareness.

Borhat BPBM College follows a democratic and participative mode of governance with all stakeholders and members of the institution.

The administrative, academic and co-curricular or extension activities of the college are conducted and managed by the Principal by the decision of the Governing Body and with the help and active cooperation of IQAC, Academic in-charge, Head of the departments, faculty members, non-teaching staff members, the Union Body of the students, parents and alumni.

To achieve the vision and mission of the institute, the strategies and policies are framed and approved by the Governing Body of the College. Any policy prepared by the Principal of the College in

consultant with faculty members is approved in the Governing body.

The coordination between the administrative staff and the teaching and non-teaching staff members of the college is effectively maintained. The administration is decentralized as the Principal along with IQAC, Head of the all departments and various committees participate in decision making process.

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

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

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. 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 and Bodies of the College assigned with different activities and responsibilities are formed through the inclusion of the members from teaching and non- teaching staff and student members etc.

The Students Union has been empowered to play an important role in different activities. Students representatives as members are included in certain Committees. 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 elections as per the recommendations of the Lyngdoh Committee . The Students' union is entrusted with different duties and responsibilities in the development process of the College

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

In pursuance of the mission of the college for moulding students into rational thinkers, competent persons and citizens of social awareness the strategic plan and programmes of the College are taken under the aegis of the Governing Body and the Stakeholders which discusses and designs a roadmap for proper implementation of the plans upon consultation and adoption of a feedback mechanism of its constituents. As part of strategic planning and deployment, the college has implemented the task of construction of a new building to fulfil the demand. To execute the plan, the Governing Body of the college convened a meeting of the Construction Committee and authorized the Principal to initiate the process of construction and speedy execution with the help of the committee. The Committee was empowered to utilize local and outside skills and resources for the construction purpose. The process of construction was carried out through continuous monitoring and evaluation of the Committee. Finally the new building has come into existence.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

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 academic and administrative structure of the college is built according to the organogram depicted in the attached file. This organogram is reflective of the complete structure of the college executive ecosystem which is formulated in accordance with the UGC guided and Government of Assam mandated service rules, policies and administrative procedures for provincialized institutions of Higher

Education. The college is an affiliated institution of Dibrugarh University offering courses at Undergraduate level in Humanities and Social sciences.

The GB consists of a President, Principal as Secretary, 2VC nominees, 2 Teachers Representatives, 2 Non-Teaching Office representatives, 2 representatives from the locality, 2 guardian members and the Librarian of the college. The Principal is the academic and administrative head of the institution and functions according to the guidance of the GB&DHE. Next to Principal is the IQAC (Internal Quality Assurance Cell) responsible for overall quality assurance and enhancement of the college. Under General Administration, the administrative office is headed by the Principal and assisted by the office staff (Senior Assistant, Junior Assistants & Grade IV). Along with it there is a well knitted support services which undertakes various quality improvement and assurance facilities. All the support services are administered with active student-teacher participation. The Students Union is the elected and representative body of the student community which looks into as well as works for the welfare of the students of the college

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	View File

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	View File
Screen shots of user interfaces	View File
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 Administration undertakes certain effective welfare measures for the employees

1. Leaves :

i). Study Leave for Ph.D , Research scholar, FIP (Faculty Improvement Programme), FDP(Faculty Development Programme).

ii). Maternity Leave for Ladies Staff.

iii). Child Care Leave for Ladies.

iv). Medical Leave for all staff.

v). Duty Leave for all teachers in respect of participation in Academic courses , examination works, Government matters.

2. Facilities

i). Day Care facilities for all staff

ii). Group Insurance and Provident Fund facilities to all permanent staff

iii). Sports and Yoga facilities for employees at free of cost

iv). Gymnasiums facility for all employees at free of cost

v). Emergency First- Aid facility to all employees

3. Other facilities

i). College Canteen facility for teachers by keeping separate arrangement.

ii). Provisions of safe drinking water facility

iii). Parking campus for vehicles of employees

iv). Facility of Air Conditioned Conference Hall

v). Central Library facility to all faculty members for borrowing

books

vi). Provision of Institutional e-mail IDs to all faculty members and administrative personnel's for Official Communications

vii). Common Room with attached wash room

viii). TA/DA for teacher in charge who accompany the students in Excursion or Educational Field Tour

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

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

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)	View File

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

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	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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 Principal of the college prepares Appraisal Confidential Report (ACR) for the teaching and non-teaching staff on the basis of the performance.

Every Year the college seeks information from the teachers about their academic achievements and same is recorded. This record

reflects the publications, conferences and seminar attended, paper presented, participation in orientation programme and refresher course by the teachers. These records of achievements and participations by the teachers as well as that of works done by administrative staff are maintained. Performance Appraisal record is collected in prescribed format and the achievements of the teachers are kept in IQAC for their inclusion in AQARs of the college. The IQAC thereafter assesses the report submitted by the teachers and does an academic audit.

Teachers are evaluated by feedbacks from the students through Feedback Forms. The questionnaire of the feedback forms is design to elicit responses for parameters like class room teaching, regularity, communication skill, subject knowledge, discipline, work-ethics etc.. The forms are then analyzed by the departmental teachers, IQAC with the Principal and corrective measures taken where necessary.

Non-teaching staff is also assessed by specific appraisal procedure as per UGC norms.

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

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)

14000

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.

* For each and every financial transaction, proper permission is taken from the Principal.

* 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 contributed significantly for institutionalizing the quality assurance strategies and processes as follows:

- * The IQAC has been contributing in promoting the quality of teaching-learning and has taken initiative for publishing a Newsletter of the college.
- * Organizing ICSSR sponsored National Seminar on "Celebrating Rich Cultural Heritage in North East India" on 13th & 4th October 2023.
- * Organizing a weeklong state level workshop on Innovativeness in Present Day Research from 11th Sept. to 16th Sept., 2023.
- * 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 inspects the course coverage and attendance registers to bring about quality improvement in academics.
- * The IQAC conducts students Feedback on regular basis and initiates required steps for improving teaching- learning activities.
- * The IQAC tries to maintain a harmonious educational atmosphere and accountable attitude among stakeholders to encourage healthy discussion and also promotes an open and welcoming work culture.
- * The IQAC annually provides and takes feedback from students in respect of various parameters.

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, structure and methodologies of operations and learning outcomes in detail in the periodic meeting of IQAC and decisions are taken for further improvement. For making the teaching-learning process more participatory; the IQAC has initiated the process of recording student feedback regarding various dimensions relating to the teaching learning process. These are like observations regarding the performance of the teachers in the classroom along with the overall academic atmosphere of the college, the active engagement of the students in the teaching-learning and extracurricular activities etc. This periodic assessment benefits the college to learn about the strength and weakness of the teachers, their quality of participation in academic and co-curricular activities as well as their punctuality and dedication to their occupation.

The academic committee including all the Head of the departments 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 'Jeuti' edited by Nilima Sensua and Dipanjali Gogoi during the session. Dr. Binita Gogoi supervised students to publish a compilation of their poems named "Sugandhi"

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	View File

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)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
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)	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 'Invest in Women: Accelerate progress' on 8th March 2024 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	<u>A. Objectives: to promote a culture of equality and inclusivity. Target Audience: All employees, students and stakeholders of the institution. Action Plan: July-December: a) Gender sensitisation workshops, programmes. b) Formation of committees. January-June: a. Lecture on gender diversity, b) launch of gender friendly initiatives, c. counselling, d) evaluation..</u>
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	<u>a. Installation of CCTV, separate toilets and washrooms, separate hostel with concrete boundary under CCTV surveillance. c. Separate Common Room with toilets and incinerator machine. b. Self protection training is conducted from time to time.</u>

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	<u>View File</u>
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.

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	View File

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

B. Any 3 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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

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

C. Any 2 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	View File
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 always takes efforts in providing an inclusive environment. 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)	View File
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/ felicitation programme for the new commmer 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.

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 camps 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	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code **A. All 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
- * Chatra Divas
- * Viswakorma Puja
- * Establishment Day ofthe College

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
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)

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.

Objective: To impart the idea of social responsibility among studentsand to empower community through capacity building and participation

Practice: Identify village needs and priorities

Impact: Improved livelihoods, Enhanced healthcare and sanitation, Increased education and awareness and Empowered community participation have seen.

Obstacles: Resistance to change, Limited resources and funding, Lack of infrastructure and Limited access to technology etc.

Best Practice-2

Green campus: A sustainable initiative

The context:

Green campus relates to the concerns of environmental conservation and also improved health of the environment.

Objective: To keep the college campus green as it is very necessary for sound teaching and learning.

Practic: Green Spaces by Creating gardens and green roofs and planting native species and trees

Obstacles: Limited budget for green initiatives, old or inefficient buildings, limited space for green spaces or renewable energy systems and limited participation in green initiatives

Measures:

Develop sustainability education programs for students, faculty, and staff

Encourage participation in green initiatives through incentives or recognition

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.

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 BPB Memorial College is affiliated under Dibrugarh University and follows the University syllabus. The college offers FYUGP of BA Programme in Assamese, Economics, Education, English, History and Political Science. The college provides a clear and calculated Mechanism to ensure efficient curriculum delivery.

The academic calendar of Dibrugarh University is followed by the college.

Timetables are created by a committee for the college and then prepared by the relevant departments.

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 and field studies etc. the students are given practical insight into the curriculum.

For affective delivery and documentation of the curriculum, the college has fully equipped classrooms for the departments, cameras, laptops, recording equipment and ICT tools and e-resources are made available.

Remedial classes are being used by the faculties as part of their initiative to support slow learners.

The academic progress is regularly monitored by the heads of the departments.

The student's performance is assessed through Continuous Internal Evaluation (CIE) by conducting Internal Assessment Test and Assignments.

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 Dibrugarh University. Actually the academic calendar of the college has been prepared taking into consideration the published calendar of the affiliating University. It contains important information about the teaching and learning schedule (working days), numerous events that must be held, holidays, dates of internal exams, semester exams, and other events. The calendar makes it easier for teachers to keep track of all the activities involved in the continuous internal evaluation process at the college. It is also on display at the principal's office and on the College's website.

Sessional exams, seminars, project work, classes, the Report, tests, workshops, and semester exams are just a few of the ways that the faculty members have taken control of this process.

The institution has established an academic committee to make sure that process operates well, and the principal often checks internal assessment.

The HOD creates the lesson plan and presents it to the teacher.

The IQAC compiles the contributions that have been received from the several departments and periodically monitors the coverage of syllabus, quality of question papers and assignments etc. Continuous Internal Assessment review is taken by the Principal regularly.

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

<p>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</p>	<p>B. Any 3 of the above</p>								
<table border="1"> <thead> <tr> <th data-bbox="100 651 539 714">File Description</th> <th data-bbox="547 651 1437 714">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="100 714 539 898">Details of participation of teachers in various bodies/activities provided as a response to the metric</td> <td data-bbox="547 714 1437 898" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="100 898 539 960">Any additional information</td> <td data-bbox="547 898 1437 960" style="text-align: center;">View File</td> </tr> </tbody> </table>	File Description	Documents	Details of participation of teachers in various bodies/activities provided as a response to the metric	View File	Any additional information	View File			
File Description	Documents								
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File								
Any additional information	View File								
<p>1.2 - Academic Flexibility</p>									
<p>1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</p>									
<p>1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented</p>									
<p>01</p>									
<table border="1"> <thead> <tr> <th data-bbox="100 1301 539 1364">File Description</th> <th data-bbox="547 1301 1437 1364">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="100 1364 539 1435">Any additional information</td> <td data-bbox="547 1364 1437 1435" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="100 1435 539 1536">Minutes of relevant Academic Council/ BOS meetings</td> <td data-bbox="547 1435 1437 1536" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="100 1536 539 1637">Institutional data in prescribed format (Data Template)</td> <td data-bbox="547 1536 1437 1637" style="text-align: center;">View File</td> </tr> </tbody> </table>	File Description	Documents	Any additional information	View File	Minutes of relevant Academic Council/ BOS meetings	View File	Institutional data in prescribed format (Data Template)	View File	
File Description	Documents								
Any additional information	View File								
Minutes of relevant Academic Council/ BOS meetings	View File								
Institutional data in prescribed format (Data Template)	View File								
<p>1.2.2 - Number of Add on /Certificate programs offered during the year</p>									
<p>1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)</p>									
<p>05</p>									

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
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

179

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

179

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

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.

The department of Assamese Major contains a paper of poetry related to human values, feminism, naturalism, environment with deep insight.

In Political Science the students have to study about Indian Constitution, to identify individual role and ethical responsibility towards society and to understand human rights and its implications. Political Science provides one entire paper (course) devoted to Women's Studies and another one entire paper related to Feminism in India. Global Politics is also included for study.

The department of Education has the paper devoted to Women Studies and Gender.

A paper on Environment is devoted to 6thSemester (Major) students of Economics.

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 through NSS unit to create awareness among rural community with respect to ecological balance and its importance. Students are motivated to take up projects related to environmental issues to overcome the identified problems.

File Description	Documents
Any additional information	View File
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

1

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
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

21

File Description	Documents
Any additional information	View File
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	D. Any 1 of the above
--	-----------------------

File Description	Documents
URL for stakeholder feedback report	View File
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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://docs.google.com/spreadsheets/d/13qjwJJcRKWs8B4CPUBPIsE9R_cFHEKp2n5Wl0KWF6Mk/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

298

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 institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners. The students of the college are average learners. As such there is no strict distinctions between advanced and slow learners. However based on the academic performance of the student every departments identifies and selects slow learners and offers them remedial classes. Moreover through mentoring and departmental parents meet the faculties provide guidance and counselling to both advanced and slow learners as well as inform the parents about the strengths and weaknesses of their wards.

In case of slow learners, extra classes and remedial classes are given to support them. Reading materials along with personal, academic and career-related counseling are provided by the respective teachers. The students are assigned to solve the University question papers. The teachers then discuss the question papers in extra classes. The shortcomings are pointed out.

The teachers take extra care of the advanced learners so that they excel more and fare better and optimize their potential in academic as well as co-curricular activities. They are allotted advance topic and assignments and also encouraged to participate in different inter-college competitions and even at the state or national level.

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
Nil	Nil

File Description	Documents
Any additional information	View File

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

Borhat BPBM College makes continuous and conscious efforts to enable its students to realize their potential. The teachers have always given utmost importance on how the learning process be made more student centric. Following student centric methods are applied to enhance different types of learning

Educational tour- To acquaint the students with the rich history, culture and geography of the state various departments conduct educational tours.

Field Survey- Departments like education undertake field survey as part of their curriculum requirements.

Seminar Presentation & Group Discussion- Departments organize in-house departmental seminars and group discussions on various topics.

Extension activities- The departments along with various Cells & Committees of the college conduct extension activities both within & beyond campus.

File Description	Documents
Upload any additional information	View File
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	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://borhatcollege.org/ict-enable-tools/

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

File Description	Documents
Any additional information	View File
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

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 to conduct the Internal Assessment. The evaluation blue-print has been earmarked by the University under FYUGP through 60% marks of each Major and Minor paper are at the disposal of the University and set in the end semester examination. The other 40% mark being Sessional part is accrued of 10% from first Sessional, 10% from second Sessional, 10% from attendance and 10% from Semester group discussion/ Seminar presentation/ Home assignment etc.

The important points of internal assessment are as:

1.The evaluation guidelines as prescribed by the affiliating University are published in the college prospectus.

2.Sessional tests are made on the topics taught as per guideline of academic Calendar of Dibrugarh University.

1. Attendance of the students is strictly maintained and proper weight age of attendance in internal assessment is provided.
2. Home assignment, Group discussion and Seminar are held as part of internal assessment.
3. Marks of Sessional Tests are displayed on the Notice board and answer scripts shown to the students.

All of these together constitute an integral part of Internal Examination which is carried out in a well planned and systematic manner.The marks are sent to the University after carefully uploading and cross-checking them so that any discrepancy does not arise. If any error is detected in the final mark-sheet in

spite of rigorous scrutiny, it is promptly reported to the University by the college.

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

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	View File
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 clarity in understanding of contents, scope and limitations (if any) of programme or course enables the faculty to plan for

entire teaching process and to execute the lecture delivery in an efficient manner.

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

1. Course curriculum states expected learning outcomes for each subject of all the courses.
2. Individual faculty members prepare their lesson plan in the beginning of every semester for every subject taught by them.
3. The teachers have been deputed for short term courses, orientation programmes and refresher courses for their knowledge enhancement.
4. The college authority and the IQAC adopt appropriate measures for regular holding of classes, completion of syllabi and provided adequate infrastructural facilities.
5. The departments hold class test series, Sessional examinations, seminars, group-discussion, etc. and special care.
6. The programme outcomes, programme specific outcomes and course outcomes for B.A (Major and Minor) courses offered by the college are displayed in the college website.
7. The college has clearly stated the vision, mission and objectives of the college.
8. The teachers and students are made aware of these outcomes through their publication in the college prospectus.

File Description	Documents
Upload any additional information	View File
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 60% marks of total marks and institution for 40% 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.

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

74

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	View File
Paste link for the annual report	https://drive.google.com/file/d/1Ey4P476FRKs2zV1z1aTQoGM1CiTH2iJK/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://docs.google.com/spreadsheets/d/16yDn3-JG-tc7wCyphcirpZhkzSRNHO_M/edit?usp=sharing&ouid=100291446303194588131&rtpof=true&sd

=true	
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	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
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	View File
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	

02

File Description	Documents
Report of the event	View File
Any additional information	View File
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)	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

17

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

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

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

14

File Description	Documents
Reports of the event organized	View File
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	View File
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

03

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	View File

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

03

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
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.

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
- * Gym facilities

File Description	Documents
Upload any additional information	View File
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	View File
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

05

File Description	Documents
Upload any additional information	View File
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)

347850

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	View File
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

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
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)**

File Description	Documents
Any additional information	View File
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

28

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

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	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

20

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

A. ? 50MBPS

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.	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 college ensures regular maintenance and upkeep of all infrastructural facilities. Maintenance is also outsourced to take care of the extra loads.

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 elected by the students annually 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 consisting Principal as chairman and committee members. Regular meetings are held to approve of the necessary purchases for maintenance of college infrastructure.

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	
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	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)	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

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	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

04

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

29

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

01

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.**

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

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

Vision: Borhat BPBM College is committed to provide quality education to students, to empower them through knowledge and values, to make aware of socio-economic changes and sustainable development.

Mission: Moulding students into rational thinkers, competent persons and citizens of social awareness.

Borhat BPBM College follows a democratic and participative mode of governance with all stakeholders and members of the institution.

The administrative, academic and co-curricular or extension activities of the college are conducted and managed by the Principal by the decision of the Governing Body and with the help and active cooperation of IQAC, Academic in-charge, Head of the departments, faculty members, non-teaching staff members, the Union Body of the students, parents and alumni.

To achieve the vision and mission of the institute, the strategies and policies are framed and approved by the Governing Body of the College. Any policy prepared by the Principal of the College in consultant with faculty members is approved in the Governing body.

The coordination between the administrative staff and the teaching and non-teaching staff members of the college is effectively maintained. The administration is decentralized as the Principal along with IQAC, Head of the all departments and various committees participate in decision making process.

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

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

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. 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 and Bodies of the College assigned with different activities and responsibilities are formed through the inclusion of the members from teaching and non- teaching staff and student members etc.

The Students Union has been empowered to play an important role in different activities. Students representatives as members are included in certain Committees. 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 as per the recommendations of the Lyngdoh Committee . The Students' union is entrusted with different duties and responsibilities in the

development process of the College

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

In pursuance of the mission of the college for moulding students into rational thinkers, competent persons and citizens of social awareness the strategic plan and programmes of the College are taken under the aegis of the Governing Body and the Stakeholders which discusses and designs a roadmap for proper implementation of the plans upon consultation and adoption of a feedback mechanism of its constituents. As part of strategic planning and deployment, the college has implemented the task of construction of a new building to fulfil the demand. To execute the plan, the Governing Body of the college convened a meeting of the Construction Committee and authorized the Principal to initiate the process of construction and speedy execution with the help of the committee. The Committee was empowered to utilize local and outside skills and resources for the construction purpose. The process of construction was carried out through continuous monitoring and evaluation of the Committee. Finally the new building has come into existence.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

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 academic and administrative structure of the college is built according to the organogram depicted in the attached file. This organogram is reflective of the complete structure of the college executive ecosystem which is formulated in accordance with the UGC guided and Government of Assam mandated service rules, policies and administrative procedures for provincialized institutions of Higher Education. The college is an affiliated institution of Dibrugarh University offering courses at Undergraduate level in Humanities and Social sciences.

The GB consists of a President, Principal as Secretary, 2VC nominees, 2 Teachers Representatives, 2 Non-Teaching Office representatives, 2 representatives from the locality, 2 guardian members and the Librarian of the college. The Principal is the academic and administrative head of the institution and functions according to the guidance of the GB&DHE. Next to Principal is the IQAC (Internal Quality Assurance Cell) responsible for overall quality assurance and enhancement of the college. Under General Administration, the administrative office is headed by the Principal and assisted by the office staff (Senior Assistant, Junior Assistants & Grade IV). Along with it there is a well knitted support services which undertakes various quality improvement and assurance facilities. All the support services are administered with active student-teacher participation. The Students Union is the elected and representative body of the student community which looks into as well as works for the welfare of the students of the college

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	View File

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	View File
Screen shots of user interfaces	View File
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 Administration undertakes certain effective welfare measures for the employees

1. Leaves :

i). Study Leave for Ph.D , Research scholar, FIP (Faculty Improvement Programme), FDP(Faculty Development Programme).

ii). Maternity Leave for Ladies Staff.

iii). Child Care Leave for Ladies.

iv). Medical Leave for all staff.

v). Duty Leave for all teachers in respect of participation in Academic courses , examination works, Government matters.

2. Facilities

i). Day Care facilities for all staff

ii). Group Insurance and Provident Fund facilities to all permanent staff

iii). Sports and Yoga facilities for employees at free of cost

iv). Gymnasiums facility for all employees at free of cost

v). Emergency First- Aid facility to all employees

3. Other facilities

i). College Canteen facility for teachers by keeping separate arrangement.

ii). Provisions of safe drinking water facility

iii). Parking campus for vehicles of employees

iv). Facility of Air Conditioned Conference Hall

v). Central Library facility to all faculty members for borrowing books

vi). Provision of Institutional e-mail IDs to all faculty members and administrative personnel's for Official Communications

vii). Common Room with attached wash room

viii). TA/DA for teacher in charge who accompany the students in Excursion or Educational Field Tour

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

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**

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)	View File

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**

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	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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 Principal of the college prepares Appraisal Confidential Report (ACR) for the teaching and non-teaching staff on the basis of the performance.

Every Year the college seeks information from the teachers about their academic achievements and same is recorded. This record reflects the publications, conferences and seminar attended, paper presented, participation in orientation programme and refresher course by the teachers. These records of achievements and participations by the teachers as well as that of works done by administrative staff are maintained. Performance Appraisal record is collected in prescribed format and the achievements of the teachers are kept in IQAC for their inclusion in AQARs of the college. The IQAC thereafter assesses the report submitted by the teachers and does an academic audit.

Teachers are evaluated by feedbacks from the students through Feedback Forms. The questionnaire of the feedback forms is design to elicit responses for parameters like class room teaching, regularity, communication skill, subject knowledge, discipline, work-ethics etc.. The forms are then analyzed by the departmental teachers, IQAC with the Principal and corrective measures taken where necessary.

Non-teaching staff is also assessed by specific appraisal procedure as per UGC norms.

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

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)

14000

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.

* For each and every financial transaction, proper permission is taken from the Principal.

* 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 contributed significantly for institutionalizing the quality assurance strategies and processes as follows:

* The IQAC has been contributing in promoting the quality of teaching-learning and has taken initiative for publishing a Newsletter of the college.

* Organizing ICSSR sponsored National Seminar on "Celebrating Rich Cultural Heritage in North East India" on 13th & 4th October 2023.

* Organizing a weeklong state level workshop on Innovativeness in Present Day Research from 11th Sept. to 16th Sept., 2023.

* The IQAC regularly monitors and advices 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 inspects the course coverage and attendance registers to bring about quality improvement in academics.

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

* The IQAC tries to maintain a harmonious educational atmosphere

and accountable attitude among stakeholders to encourage healthy discussion and also promotes an open and welcoming work culture.

* The IQAC annually provides and takes feedback from students in respect of various parameters.

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, structure and methodologies of operations and learning outcomes in detail in the periodic meeting of IQAC and decisions are taken for further improvement. For making the teaching-learning process more participatory; the IQAC has initiated the process of recording student feedback regarding various dimensions relating to the teaching learning process. These are like observations regarding the performance of the teachers in the classroom along with the overall academic atmosphere of the college, the active engagement of the students in the teaching-learning and extracurricular activities etc. This periodic assessment benefits the college to learn about the strength and weakness of the teachers, their quality of participation in academic and co-curricular activities as well as their punctuality and dedication to their occupation.

The academic committee including all the Head of the departments 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 'Jeuti' edited by Nilima Sensua and Dipanjali Gogoi during the session. Dr. Binita Gogoi supervised students to publish a compilation of their poems named "Sugandhi"

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	View File

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)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
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)	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 'Invest in Women: Accelerate progress' on 8th March 2024 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	<p><u>A. Objectives: to promote a culture of equality and inclusivity. Target Audience: All employees, students and stakeholders of the institution. Action Plan: July-December: a) Gender sensitisation workshops, programmes. b) Formation of committees. January-June: a. Lecture on gender diversity, b) launch of gender friendly initiatives, c. counselling, d) evaluation..</u></p>
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	<p><u>a. Installation of CCTV, separate toilets and washrooms, separate hostel with concrete boundary under CCTV surveillance. c. Separate Common Room with toilets and incinerator machine. b. Self protection training is conducted from time to time.</u></p>
<p>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</p>	<p>C. Any 2 of the above</p>

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 recycling through repairing and certain E-waste is sold for recycling 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.

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	View File

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	B. Any 3 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: <ol style="list-style-type: none"> 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 	
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File
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	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

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

C. Any 2 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	View File
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 always takes efforts in providing an inclusive environment. 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)	View File
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/ felicitation programme for the new commer 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.

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 camps 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	View File
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

A. All 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 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 Birth and Death Anniversary
- * Swaraswati Puja
- * Bihu Aadoroni
- * Chatra Divas
- * Viswakorma Puja
- * Establishment Day of the College

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
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)

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.

Objective: To impart the idea of social responsibility among students and to empower community through capacity building and participation

Practice: Identify village needs and priorities

Impact: Improved livelihoods, Enhanced healthcare and sanitation, Increased education and awareness and Empowered community participation have seen.

Obstacles: Resistance to change, Limited resources and funding, Lack of infrastructure and Limited access to technology etc.

Best Practice-2

Green campus: A sustainable initiative

The context:

Green campus relates to the concerns of environmental

conservation and also improved health of the environment.

Objective: To keep the college campus green as it is very necessary for sound teaching and learning.

Practic: Green Spaces by Creating gardens and green roofs and planting native species and trees

Obstacles:Limited budget for green initiatives, old or inefficient buildings, limited space for green spaces or renewable energy systemsand limited participation in green initiatives

Measures:

Develop sustainability education programs for students, faculty, and staff

Encourage participation in green initiatives through incentives or recognition

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	View File

7.3.2 - Plan of action for the next academic year

1. Plan to get Energy audit and Environment audit done
2. Plan to organize activities undersigned MoU's/Linkages
3. Plan to organize workshops/seminars/conferences on various themes in the offline mode.
4. Plan to provide opportunities for promoting employment.
5. Plan to prepare AQAR 2024-25 and uploading on the NAAC Website on time.
6. Plan to prepare SSR for second cycle for NAAC Accreditation
7. Plan to prepare IIQA (Institutional Information for Quality Assessment)