

**Part – A**  
**(For year 2016-17, from July 2016 to June 2017)**

**Data of the Institution**

*(data may be captured from IIQA)*

1. Name of the Institution                      BAPUJEE COLLEGE, SARUKSHETRI
- Name of the Head of the institution                      :MR. JOYCHANDRA TALUKDAR
  - Designation                      : PRINCIPAL (in-charge) from 9<sup>th</sup> June 2016 to 31<sup>st</sup> August 2019
  - Does the institution function from own campus                      : YES
  - Phone no./Alternate phone no.                      : 03665274534
  - Mobile no.                      : 9435025508 / 7002891060
  - Registered Email                      :iqacbapujee@gmail.com
  - Alternate Email                      :principal.bapujee@gmail.com
  - Address                      :
    - P.O.                      :SARTHEBARI,
    - DIST                      : BARPETA
    - City/Town                      :SARTHEBARI
    - State/UT                      :ASSAM
    - Pin Code                      : 781307
2. Institutional status:
- Affiliated / Constituent:                      :**AFFILIATED**
  - Type of Institution                      : Co-education/Men/Women CO-EDUCATION
  - Location : Rural/Semi-urban/Urban                      : RURAL
  - Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing (please specify) : Grants-in aid from state govt., UGC 2f and 12 (B) Grants and RUSA Grants.
  - Name of the Affiliating University                      : GAUHATI UNIVERSITY
  - Name of the IQAC Co-ordinator                      : DR. PRABHAT SARMA
  - Phone No./Alternate phone no                      : 03665274534
  - Mobile                      : 9954963710, 8638296336
  - IQAC e-mail address                      :iqacbapujee@gmail.com
  - Alternate Email address                      :principal.bapujee@gmail.com
3. Website address                      : [www.bapujeecollege.com](http://www.bapujeecollege.com)

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

4. Whether Academic Calendar prepared during the year? YES ( Academic Calendar Attest here with) Yes/No. , if yes, whether it is uploaded in the Institutional website : Yes

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 <sup>st</sup>	B+	Institutional score 78.00	2004	from:2004 to:2009
2 <sup>nd</sup>	B	2.16	2016	from:2016 to: 2021
3 <sup>rd</sup>	Proposed			from: to:
4 <sup>th</sup>				from: to:
5 <sup>th</sup>				from: to:

6. Date of Establishment of IQAC: 31/05/2005

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
<b>First meeting of the IQAC</b> for the academic year 2016-17	March 03, 2017	08
<b>Feedback</b> from stakeholders are collected and analysed	9 February, 2017	50
<b>Observance of Certain Days and Inculcation of Values.</b> Certain important days as enumerated below are observed to instill and inculcate values like love and compassion, cleanliness, patriotism, feelings of belonging to the college and the community and country at large.		

1. College Foundation Day	1. 7 August, 2016	450
2. Saraswati Puja	2. Feb 16, 2017	670
3. Republic Day	3. 26 January, 2017	270
4. Women's Day	4. 8 March, 2017	50
5. World Environment Day	5. 5 June, 2017	50
6. International Yoga Divas	6. 21 June, 2017	38
7. Independence Day	7. 15 Aug, 2016	62
8. Gandhi Jayanti	8. 2 Oct, 2016	50
Group Discussion among the students	During Class Period	100
<b>Stress on a clean and green environment.</b> In keeping with the celebration of important days, "Swacchha Bharat Abhiyan" programmes are successfully organized by the Students' Union and NSS wing of the college.	15/07/16	20
	02/10/16	20
	26/01/17	20
	05/06/17	20

**Note: Some Quality Assurance initiatives of the institution are: (Indicative list)**

- Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements
- Academic Administrative Audit (AAA) conducted and its follow up action
- Participation in NIRF
- ISO Certification
- NBA etc.
- Any other Quality Audit

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/ Faculty	Scheme	Funding Agency	Year of award with Duration	Amount
Bapujee College, Sarukshetri	Excursion	State Govt.	2017 (05-04-2017)	Rs.-100000/-
Bapujee College, Sarukshetri	Installation of WiFi	State Govt.	2017 (03-04-2017)	Rs.-50000/-
Bapujee College, Sarukshetri	Infrastructure development	State Govt.	2017 (20-07-2017)	Rs.- 5000000/-

9. Whether composition of IQAC as per latest NAAC guidelines : Yes

(Revised on 26<sup>th</sup> September, 2019)

\*upload latest notification of formation of IQAC

10. No. of IQAC meetings held during the year : One Meeting held on 03 March 2017.

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website.....

(Uploaded on the college website )

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? No

If yes, mention the amount:

Year:

12. Significant contributions made by IQAC during the current year (maximum five bullets)2016-17

\* Tree plantation inside the college campus

\* Observance of International Yoga Divas

\* Collection of feedback from stakeholders.

\* Observance of National Days viz. Republic Day, Independence Day, Gandhi Jayanti.

13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Collection of feedback from stakeholders	Feedback collected & analyzed
Observance of Important Days	Republic Day, Independence Day, Gandhi Jayanti and other such significant days are celebrated with a view to inculcating social and moral values in students.
1. College Foundation Day	7 August, 2016
2. Saraswati Puja	Feb 16, 2017
3. Republic Day	26 January, 2017
4. Women's Day	8 March, 2017
5. World Environment Day	5 June, 2017
6. International Yoga Divas	21 June, 2017
7. Independence Day	15 Aug, 2016
8. Gandhi Jayanti	2 <sup>nd</sup> Oct, 2016
IQAC MEETING	3/3/2017

14. Whether the AQAR was placed before statutory body? :Yes  
 Name of the Statutory body : Office of the Principal  
 Date of meeting(s) : 23/02/2021
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning? : **No**
16. Whether institutional data submitted to AISHE : Yes  
 Year : 2016-17  
 Date of Submission : 10/04/2017
17. Does the Institution have Management Information System?  
 If yes, give a brief description and a list of modules currently operational.  
 (Maximum 500 words)

Yes.

There is a 'Governing Body' (GB) for the smooth management of the institution. All the plans and programmes prepared by the college authority having discussion with various stakeholders are finally approved by the GB for execution. The GB monitors the overall development of the works and takes stock of its development from the Principal. In this way, the management information system performs its works.

**Part-B**

<b>CRITERION I – CURRICULAR ASPECTS</b>
<b>1.1 Curriculum Planning and Implementation</b>
1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words
<p>The institution follows the curriculum provided by the affiliating university that is Gauhati University. It has, by itself, no scope to make revision, addition or omission to the existing curriculum. The college however runs self financing and self designed vocational courses on Computer Application, and Cutting and Embroidery.</p> <p>At the beginning of every academic year the <b>academic committee</b> of Bapujee College, Sarukshetri, with Principal as Chairperson, Vice-Principal, IQAC Co-ordinator, and HoDs of all departments chalks out a plan for curriculum delivery. The committee oversees the proper maintenance of classes, the coverage of syllabus, and related matter.</p> <p>The <b>academic calendar</b> is prepared in accordance with the one issued by the parent university, which is Gauhati University, with slight modifications, however, to better suit the objectives of the institution. The Principal forms a</p>

committee of experienced senior teachers to prepare the **class routine**. The heads of every department call a meeting with departmental faculty members to plan the departmental time schedule of various classes and the syllabus is distributed amongst the members. The teachers are instructed to complete their syllabus within the stipulated time period. After completion a significant portion of syllabus the college authority conducts a meeting to hold the sessional examination on the basis of date provided by GU and also which is reflected in our academic calendar.

The Principal conducts timely meetings among the teaching to get timely updates about course progression.

**1.1.2 Certificate/ Diploma Courses introduced during the Academic year**

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
Nil	Nil	Nil	Nil	Nil

**1.2 Academic Flexibility**

**1.2.1 New programmes /courses introduced during the Academic year**

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
Nil	Nil	Nil	Nil

**1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at**

the affiliated Colleges (if applicable) during the Academic year.

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
Nil	Nil	Nil	Nil	Nil	Nil

Already adopted (mention the year)

**1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year**

	Certificate	Diploma Courses
No of Students	Nil	Nil

**1.3 Curriculum Enrichment**

**1.3.1 Value-added courses imparting transferable and life skills offered during the year**

Value added courses	Date of introduction	Number of students enrolled

Nil		Nil		Nil	
1.3.2 Field Projects / Internships under taken during the year					
Project/Programme Title			No. of students enrolled for Field Projects / Internships		
Nil			Nil		
<b>1.4 Feedback System</b>					
1.4.1 Whether structured feedback received from all the stakeholders.					
1) Students		2) Teachers	3) Employers	4) Alumni	5) Parents
Yes		No	No	Yes	Yes
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)					
<p>The internal quality assessment of an institution depends largely on the feedback mechanism of the institution. Feedback is necessary in order to appraise the service provided by the institution within the social set-up of which it is a part. A vigorous feedback system measures the satisfaction of all its stakeholders viz. students, teachers, parents, alumni etc., and helps the institution to chalk out a map for future action.</p> <p>There is a regular feedback system in the institution in every academic year. Effective questionnaires are prepared and distributed among the stakeholders. The feedback collected is then analysed by the Principal, and if it strongly reflects weaknesses of the institution, a meeting of the Governing Body is called for to talk through and resolve the problems. If it reflects weaknesses of individual teachers, the Principal calls for meetings and discusses the matters with the departments.</p>					
<b>CRITERION II -TEACHING-LEARNING AND EVALUATION</b>					
<b>2.1 Student Enrolment and Profile</b>					
<b>2.1. 1 Demand Ratio during the year</b>					
Name of the Programme		Number of seats available	Number of applications Received	Students Enrolled	
UG					
B.A. 1 <sup>st</sup> Year (semester I & II)		500	451	451	
B.A. 2 <sup>nd</sup> Year (Semester III & IV)		500	232	232	
B.A. 3 <sup>rd</sup> Year (Semester V & VI)		500	243	243	

## 2.2 Catering to Student Diversity

### 2.2.1. Student - Full time teacher ratio (current year data) **40:1**

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016-17	1 <sup>st</sup> Year-451 2 <sup>nd</sup> Year-232 3 <sup>rd</sup> Year-243 (Total 926)	Nil	23	Nil	Nil

## 2.3 Teaching - Learning Process

### 2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of teachers on roll	Number of teachers using ICT (LMS, e-Resources)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
23	15	COMPUTER-12 LCD PROJECTOR-3 LAP TOP- 3	Nil	Nil	WI FI CAMPUS LAN

### 2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)

There is no organized system for mentoring students in the institution. But mentoring continues in an informal, unorganized manner right from the time students are enrolled in a course. For the first year UG students, a notice is issued where rules and regulations of the institution, and other instructions are enumerated for their information and disciplinary purposes. Through classroom interaction, teachers make constant effort to estimate and identify the students' strengths or weaknesses in various areas, and work on those accordingly. Remedial classes are frequently arranged for academically weaker students. For career-related concerns, career counseling programmes are organised at regular intervals. Students often approach teachers to discuss matters outside the purview of the academic, that is, problems that they face in their adolescent or young adult life, be it personal, psychological, financial, or



otherwise. Teachers do their best to give them proper advice or aid, as the case demands.		
2.3.3 Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
926	23	1:40

<b>2.4 Teacher Profile and Quality</b>				
<b>2.4.1 Number of full time teachers appointed during the year</b>				
No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph. D.
29	23	6	Nil	7
<b>2.4.2 Honours and recognitions received by teachers</b>				
<i>(received awards, recognition, fellowships at State, National, International level from Government, recognized bodies during the year )</i>				
<i>Year of award</i>	<i>Name of full time teachers receiving awards from state level, national level, international level</i>	<i>Designation</i>	<i>Name of the award, fellowship, received from Government or recognized bodies</i>	
Nil	Nil	Nil	Nil	
<b>2.5 Evaluation Process and Reforms</b>				
2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year				

Program Name	Program Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
UG	<b>TDC(BA)</b>	Semester	18/5/2017	3/7/2017

**2.5.2** Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As an affiliated college of Gauhati University, the institution does not have an evaluation system of its own, but is bound to follow the rules and regulation of the University in the evaluation process. Recently GU has implemented new structures of examination and evaluation procedure as regards both internal and external systems .

**2.5.3** Academic calendar prepared and adhered for conduct of Examination and other related matters

(250 words)

At the beginning of each academic year, the institution prepares an academic calendar in accordance with the one issued by Gauhati University. The Principal forms a committee that is entrusted with the responsibility of preparing the academic calendar, which is included in the prospectus of the college.

**(See Annexure I)**

## **2.6 Student Performance and Learning Outcomes**

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

2.6.2 Pass percentage of students

Programme Code	Programme Name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
TDC(BA)	UG	201	168	83.58 %

## **2.7 Student Satisfaction Survey**

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as web link)  
Not done

**CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION****3.1 Resource Mobilization for Research**

3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	Nil			
Minor Projects	Nil			
Interdisciplinary Projects	Nil			
Industry sponsored Projects	Nil			
Projects sponsored by the University/ College	Nil			
Students Research Projects ( <i>other than compulsory by the College</i> )	Nil			
International Projects	Nil			
Any other(Specify)	Nil			
Total	Nil			

**3.2 Innovation Ecosystem**3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (**IPR**) and Industry-Academia Innovative practices during the year : Nil

Title of Workshop/Seminar		Name of the Dept.		Date(s)
Nil		Nil		Nil
3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year				
Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
Nil	Nil	Nil	Nil	Nil
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year				
Incubation Centre	Name		Sponsored by	
Nil	Nil		Nil	
Name of the Start-up	Nature of Start-up		Date of commencement	
Nil	Nil		Nil	
<b>3.3 Research Publications and Awards</b>				
3.3.1 Incentive to the teachers who receive recognition/awards				
State	National		International	
Nil	Nil		Nil	
3.3.2 Ph. Ds awarded during the year ( <i>applicable for PG College, Research Center</i> )				
Name of the Department		No. of Ph. Ds Awarded		
Nil		Nil		
3.3.3 Research Publications in the Journals notified on UGC website during the year				
	Department	No. of Publication	Average Impact Factor, if any	
National	Nil	Nil	Nil	
International	Nil	Nil	Nil	

3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year						
Department				No. of publication		
Nil				Nil		
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
Nil	Nil	Nil	Nil	Nil	Nil	Nil
3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)						
Title of the Paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the Publication
Nil	Nil	Nil	Nil	Nil	Nil	Nil
3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :						
No. of Faculty	International level	National level			State level	Local level
Attended Seminars : 2		Yes				
Presented papers	Nil	1.Mrs. Priyanka Bhuyan from the department of Assamese resented paper in the national seminar on Cultural Diversity of North-East and its Role in Creating Social Integration(16-17 June, 2017)  2. Mr. Dipankar Barman from the department of Political Science presented paper at the workshop on Human Rights			Nil	Nil

		Violation of Women in Assam organised by M. C. College, Barpeta on 25/3/2017		
Resource Persons	Nil	Nil	Nil	Nil
<b>3.4 Extension Activities</b>				
3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year				
Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers <b>co-ordinated</b> such activities	Number of students participated in such activities	
Flood Relief	Bapujee College	23	12	
3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year				
Name of the Activity	Award/recognition	Awarding bodies	No. of Students Benefited	
Nil	Nil	Nil	Nil	
3.4.3 Students participating in extension activities with Government Organizations, Non-Government Organizations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year				
Name of the scheme	Organizing unit/ agency/ collaborating agency	Name of the activity	Number of teachers <b>coordinated</b> such activities	Number of students participated in such activities
Swachh Bharat	Bapujee College	Cleaning the Campus	23	40
<b>3.5 Collaborations</b>				
3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the Year				

Nature of Activity	Participant	Source of financial support	Duration
Nil	Nil	Nil	Nil

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry / research lab with contact details	Duration (From-To)	participant
Nil	Nil	Nil	Nil	Nil

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organization	Date of MoU Signed	Purpose and Activities	Number of students/teachers participated under MoUs
Nil	Nil	Nil	Nil

#### **CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES**

##### **4.1 Physical Facilities**

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure Augmentation	Budget utilized for infrastructure development
21,45,000.00	23,45,000.00

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	15.43 Acre	Nil
Class rooms	12 nos	Nil
Laboratories	02	Nil
Seminar Halls	01	Nil
Classrooms with LCD facilities	Nil	
Classrooms with Wi-Fi/ LAN	Nil	

Seminar halls with ICT facilities	Nil	
Video Centre	Nil	
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	Nil	
Value of the equipment purchased during the year (Rs. in Lakhs)		
Others	Nil	

#### 4.2 Library as a Learning Resource

##### 4.2.1 Library is automated {Integrated Library Management System -ILMS}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Nil	Nil	Nil	Nil

##### 4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6218	1680475	114	27525	6332	1708000
Reference Books	7773	3497850	0	0	7773	3497850
e-Books	As per N-List of INFLIBNET					
Journals	14	25060	0	0	14	25060
e-Journals	As per N-List of INFLIBNET					
Digital Database	0	0	0	0	0	0
CD & Video	35	3465	0	0	35	3465
Library automation	8727					
Weeding (Hard & Soft)	114	21623	0	0	114	21623
Others (specify)						



<b>4.3 IT Infrastructure</b>									
4.3.1 Technology Upgradation (overall)									
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available bandwidth (MGBPS)	Others
Existing	15		01	01	Nil	02	09	3G (7.2 MBPS )	05
Added									
<b>Total</b>	<b>15</b>		<b>01</b>	<b>01</b>	<b>Nil</b>	<b>02</b>	<b>09</b>	<b>3G (7.2 MBPS )</b>	<b>05</b>
4.3.2 Bandwidth available of internet connection in the Institution (Leased line)									
3G (7.2 MBPS )									
4.3.3 Facility for e-content									
Name of the e-content development facility					Provide the link of the videos and media centre and recording facility				
Nil					Nil				
4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc									
Name of the teacher		Name of the module			Platform on which module is developed			Date of launching e - Content	
Nil		Nil			Nil			Nil	

<b>.4 Maintenance of Campus Infrastructure</b>			
4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year			
Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
8,00,000/-	8,45,000/-	13,45,000/-	15,00,000/-

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

The total campus area of Bapujee College is 15.43 acres. The college has 12 classrooms and 2 laboratories. The college campus is Wi-fi enabled and the library is automated with internet accessibility. Before a new academic session begins, the President of the governing body and academic council comprising of the Principal, Vice-Principal, IQAC Co-ordinator, and all the Heads of the departments meet to formulate policies after discussing various matters related to the requirements of the college covered under the head of physical facilities viz. classroom maintenance, electricity and telephone bills, teaching-learning material, library books, water supply, campus cleaning, playground and sports facilities, among others. Based on the requirements, the GB approves to allocate a given amount for the maintenance and repair of the same.

The Principal forms Admission Committee, Prospectus Committee, Daily class Routine Committee at the beginning of each academic session. The admission committee conducts all duties related to the admission process. The Prospectus committee prepares the prospectus and academic calendar in strict accordance with Gauhati University. The college updates its prospectus every year with the help of IQAC which acts as a handbook for students with all necessary information and institutional guidelines regarding student support services. IQAC arranges counseling and other support services to the students through the Career Counseling Cell, Grievance Redressal Cell, etc. the College has been providing remedial classes to students who are in need of special academic assistance. The Principal also forms an Examination board to conduct exams, both internal and external. The internal exams are conducted independently by the college, while the external exams like end-term examinations are held as per GU directives. The Centre Committee of the college supervises the overall conduct of examinations.

The academic council comprising of the Principal, Vice-Principal, IQAC Co-ordinator, and all the Heads of the departments meet regularly to monitor and discuss the progress of students in sessional examinations as well as the results of term end examinations. All the departments organize periodic class tests or seminars to assess the academic progression. The progression of co-curricular activities is also closely monitored through different events like College week, and other activities and participations of the students. The annual college magazine provides a platform to students to exhibit their creative and literary genius, and thus becomes a way of assessing students' quality in the literary field.

## **CRITERION V - STUDENT SUPPORT AND PROGRESSION**

### **5.1 Student Support**

#### **5.1.1 Scholarships and Financial Support**

	Name /Title of the Scheme	Number of Students	Amount in Rupees
Financial support from institution	Poor fund	71 nos (2017-18)	42,600/-

Financial support from other sources					
a) National		Govt. of Assam OBC Scholarship	18 nos (2017-18)		
		Govt. of Assam SC Scholarship	27 nos (2018-19)		
b) International		Nil	Nil	Nil	
5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,					
Name of the capability enhancement scheme		Date of Implementation	Number of students Enrolled	Agencies involved	
Remedial Coaching		Weekly one classes		Institution itself	
Yoga		21 June,2017	30	Institution itself	
5.1.3 Students benefited by guidance for competitive examinations and career counseling offered by the institution during the year					
Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
Nil	Nil	Nil	Nil	Nil	Nil
5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year					
<p>The institution has a grievance redressal cell to investigate and review the nature and extent of grievances, and to ensure effectual solution depending upon the gravity of the matter. The institution initiates a discussion with the aggrieved student/s, and ensures immediate action as regards the complaint/s. At the start of every academic session, the Principal forms an anti-ragging committee, constituting three teacher members who keep a strong vigil to prevent any act of ragging in the institution.</p>					
Total grievances received		No. of grievances redressed	Average number of days for grievance Redressal		
Nil		Nil	Nil		
<b>5.2 Student Progression</b>					
5.2.1 Details of campus placement during the year					

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
Nil	Nil	Nil	Nil	Nil	Nil

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Program graduated from	Department graduated from	Name of institution joined	Name of Program admitted to
2016-17	168	UG	Assamese Education Economics English Philosophy Political Science History	Gauhati University , Krishna Guru Adhyatmik Viswavidyalai, Cotton University, Kumar Bhaskar Varma Sanskrit and Ancient Studies University	P.G.

5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services): **NIL**

Items	No. of Students selected/ Qualifying	Registration number/roll number for the exam
NET	NIL	
SET	NIL	
SLET	NIL	
GATE	NIL	
GMAT	NIL	
CAT	NIL	
GRE	NIL	
TOFEL	NIL	
Civil Services	NIL	
State Government Services		

Any Other						
5.2.4 Sports and cultural activities / competitions organized at the institution level during the year						
Activity	Level	Participants				
1. Football Competition	Institution (During annual College Week)	1. 66				
2. Volleyball Competition		2. 36				
3. Various types of Race		3. 100				
4. Cricket Competition		4. 50				
5. Debate and Symposium		5. 30				
6. Music Competition		6. 75				
7. Quiz competition		7. 45				
<b>5.3 Student Participation and Activities</b>						
5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)						
Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID Number	Name of the Student
Nil	Nil	Nil	Nil	Nil	Nil	Nil
5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/ committees of the institution (maximum 500 words)						
<p>The college has a Students' Union elected through proper democratic method through the general elections. This body addresses the issues of the student community. Most committees of the college – academic committee, RUSA, IQAC, Grievance Redressal Cell, amongst others – have student members to represent the student community. Interactions with the management are facilitated from time to time where various office bearers of the students' council and the management sit together to discuss matters related to the overall progression of the students. The issues discussed and resolutions taken are incorporated in policy making decisions.</p>						
<b>5.3 Alumni Engagement</b>						
5.3.1 Whether the institution has registered Alumni Association? :Yes						
if yes give details (maximum 500 words):						
<p>The college has an alumni association which is an important platform for the alumni to make valuable contributions to their alma mater. The alumni association of Bapujee College, Sarukshetri has played a pivotal role in the infrastructural development of the college. The college seeks their valuable suggestions and constructive opinions from time to time on various academic and non-academic aspects relating to the all-round development of the college. The President of the current</p>						

alumni association is Chhatrapati Talukdar, a social activist, and Chittaranjan Barman, an advocate by profession, is the Secretary.
5.3.2 No. of <del>registered</del> enrolled Alumni:
100
5.3.3 Alumni contribution during the year (in Rupees) :
Nil
5.3.4 Meetings/activities organized by Alumni Association :
The Alumni Association organises at least two meetings every year, wherein the alumni discuss what role to play in academic and physical matters of the college.
<b>CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT</b>
<b>6.1 Institutional Vision and Leadership</b>
6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)
<p>The institution has practices of decentralisation and participative management. The administrative and academic structures of the college are designed such that there is a mechanism for inclusion and accommodation of all stakeholders at various levels in the policy-making and decision-making process.</p> <p>The Principal is the administrative and academic head, followed by the vice-Principal, and the heads of the departments. On the administrative ground, governing body is in the top position and all administrative decisions are directed by the GB which are conveyed to the various departments through the Principal and vice-Principal.</p> <p>Following are two such practices of decentralization are:</p> <p><b>❖ Examination Board</b></p> <p>In case of conducting periodic examination –sessionals, terminals, etc- the Examination Board plays a crucial role. This board takes all crucial decisions regarding fixation of exam dates (in case of internal examinations), shifts, question papers, invigilation duties, and related matter.</p> <p><b>❖ Election Commission</b></p> <p>During the students’ elections, the principal, in consultation with the heads of different departments, fixes the date and time of the general elections of the students union. In this meeting the election commission is formed with the principal as the Returning Officer; two experienced senior teacher are appointed Assistant Returning Officers, and at least three teachers are selected as members of this body, along with two student members. The Election Commission appoints Polling Officer and presiding officers for the smooth conduct of the student Body election.</p>

6.1.2 Does the institution have a Management Information System (MIS)? :Partial

There is a 'Governing Body' (GB) for the smooth management of the institution. All the plans and programmes prepared by the college authority having discussion with various stakeholders are finally approved by the GB for execution. The GB monitors the overall development of the works and takes stock of its development from the Principal. In this way, the management information system performs its works.

## 6.2 Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

### ❖ Curriculum Development

The institution follows the curriculum provided by the affiliating university that is Gauhati University. It has, by itself, no scope to make revision, addition or omission to the existing curriculum. The college however runs self financing and self designed vocational courses on Computer Application, and Cutting and Embroidery.

### ❖ Teaching and Learning

Teachers at Bapujee College put their best efforts to make teaching learning fruitful and student friendly, Class seminars and group discussions are organised in addition to the normal routine classes. Students are assigned projects and encouraged to take part in seminars on selected topics and in exposure visits.

### ❖ Examination and Evaluation

An examination board is formed by the Principal and it conducts different exams. Academic skills and intellectual development of students are evaluated by sessional examinations held in every semester apart from the final university semester examinations.

Besides this, unit tests as well as periodic class tests are conducted by respective departments. Evaluated answer scripts are shown to the students followed by teachers' suggestions for further improvement.

### ❖ Research and Development

Research and Development is always encouraged here. A significant number of teachers are involved in research activities. Authority helps and supports in every possible way. Teachers who want to do research works under the FDP scheme of UGC, or want to go for short-term, refresher courses or orientation programmes, are released from their normal duty of the college.

❖ Library, ICT and Physical Infrastructure / Instrumentation				
<p>The central library of Bapujee College has around 15,000 books besides important journals, newspapers and magazines, CDs and videos. The library is automated through the Integrate Library Management System – ILMS. Its functioning is governed by the library software “Soul 2.0”.</p> <p>The digital library is maintained with software to upload and upgrade various e-resources (books, journals, database). Online Public Access Catalogue (OPAC) system enables the users to locate and access the resources of the library. Surveillance system of the library is active. Our library subscribes to the UGC N-List programme. We have subscription to INFLIBNET.</p>				
❖ Human Resource Management				
<p>The college has a well scheduled plan for effective communication with its staff. The management negotiates on key issues to ensure healthy relation with the staff. There is a safe and secured working environment in the college and the college provides professional development opportunities to enhance performance of the employees.</p>				
❖ Industry Interaction / Collaboration : NIL				
❖ Admission of Students				
<p>The admissions are made purely on merit basis obeying Government rules and regulations. Cut off mark is determined by the number of applicants and available seats in the institution.</p>				
6.2.2 : Implementation of e-governance in areas of operations:				
❖ Planning and Development: Not implemented				
❖ Administration: Partially implemented through Website, e-mail, Whatsapp groups, etc				
❖ Finance and Accounts: Partially implemented. Payments under RUSA are done through PFMS and RTGS or online.				
❖ Student Admission and Support: Partially implemented through college website				
❖ Examination: Gauhati University makes it compulsory to submit registration forms and examination forms online, and the end-semester results are also declared online. But examinations are not held online.				
<b>6.3 Faculty Empowerment Strategies</b>				
6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year				
Year	Name of teacher	Name of conference/ workshop attended for which financial support Provided	Name of the professional body for which membership fee is provided	Amount of support
NIL	NIL	NIL	NIL	NIL



6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organized for teaching staff	Title of the administrative training programmes organized for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
	NIL	NIL	NIL	NIL	NIL

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development Programme	Number of teachers who attended	
NIL	NIL	NIL

6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
NIL	NIL	NIL	NIL

6.3.5 Welfare schemes for

Teaching	Nil
Non teaching	Nil
Students	Poor fund

**6.4 Financial Management and Resource Mobilization**

6.4.1 Institution conducts internal and external financial audits regularly

(with in 100 words each)

**Every year internal audit is done. For smooth execution of this task, the GB appoints two auditors, preferably one internal member and one external auditor, and together, this team examines the funds and prepares a report which is then presented in a staff meeting. Anomalies are cleared through discussion. External audit is also performed regularly. With due**

**permission of the governing body, the Principal submits an application to the Director of Local Audit, Barpeta, Govt. of Assam to appoint an auditor. The department appoints one or two auditors accordingly. For a given period, the auditor(s) makes regular visits at the institution and prepares a report, and submits the same to the Govt. of Assam. On the basis of this report, the Govt. takes necessary steps.**

6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies

during the year(not covered in Criterion III)

Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
Nil	Nil	Nil

6.4.2 Total corpus fund generated: Nil

### 6.5 Internal Quality Assurance System

6.5.1 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	GAUHATI UNIVERSITY	Yes	ACADEMIC COUNCIL Of the College
Administrative	Yes	DHE ASSAM	yes	G.B. Of the College

6.5.2 Activities and support from the Parent – Teacher Association (at least three)

No Parent-Teacher Association exists

6.5.3 Development programmes for support staff (at least three) : Nil

Nil

6.5.4 Post Accreditation initiative(s) (mention at least three)

1. Applied for RUSA grant for infrastructural development.
2. Renovation of the College campus
3. A continuous process for an eco-friendly campus

**6.5.5**

- a. Submission of Data for AISHE portal : Yes
- b. Participation in NIRF : No
- c. ISO Certification : No
- d. NBA or any other quality audit : No

**6.5.6 Number of Quality Initiatives undertaken during the year**

Year	Name of quality initiative by IQAC	Date of conducting Activity	Duration (from ----- ----)	Number of participants
2016-17	Tree plantation inside the college campus	13 July, 2016	One day	35
2016	Observance of International Yoga Divas	21 June, 2017	One day	50
2016	Collection of feedback from stakeholders.	09/02/2017	In the month of February and March	50
2016	1. College Foundation Day 2. Saraswati Puja 3. Republic Day 4. Women's Day 5. World Environment Day 6. International Yoga Divas 7. Independence Day 8. Gandhi Jayanti	1. 7 August, 2016 2. Feb 16, 2017 3. 26 January, 2017 4. 8 March, 2017 5. 5 June, 2017 6. 21 June, 2017 7. 15 Aug, 2016 2 Oct, 2016	One day One day One day One day One day One day One day One day	450 670 270 50 50 38 62 50

**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES****7.1 - Institutional Values and Social Responsibilities**

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period (from-to)	Participants	
		Female	Male
Nil	Nil	Nil	Nil

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:  
Percentage of power requirement of the College met by the renewable energy sources

The institution always works towards creating environmental awareness among students. The curriculum includes a compulsory Environmental Studies course which introduces them to environmental issues. The students are taken on excursions to places of ecological diversity like nearby forest areas or the Kapla beel, to educate them on species diversity and related subjects. They are later assigned projects on the same. These reports, at a later stage, are evaluated by subject teachers who make an analysis of the findings and give comments or suggestions through group discussions.

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	No	No
Provision for lift	No	
Ramp/ Rails	No	
Braille Software/facilities	No	
Rest Rooms	Yes	8
Scribes for examination	Yes	4
Special skill development for differently abled students	No	
Any other similar facility	No	

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#### 7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2016-17		3	9/07/2016	1.Flood relief and flood camp	Flood	31
			12/02/2017	2.Awareness programme in adopted village and school	Educating the student and larger community	23
			17/07/2016	3.Orientation program on hygiene to relief campers during flood	To curb and control various sicknesses induced by floods	23

#### 7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
College Prospectus	11-06-2017	The College publishes a prospectus before every academic session for the perusal of every potential or prospective student. Besides containing all necessary information related to admission, the prospectus also serves as a handbook for the students. The prospectus sets forth the code of conduct to be followed compulsorily by the students, including punctuality and regularity in the class, minimum attendance, election procedures, matters of discipline, college uniform, courtesy to the authority and their responsibility towards the cleanliness of the campus. The prospectus warns against anti-college activities including ragging, smoking, chewing gutkha etc.

7.1.6 Activities conducted for promotion of universal Values and Ethics		
Activity	Duration (from-----to ----- )	Number of participants
1. College Foundation Day 2. Saraswati Puja 3. Republic Day 4. Women's Day 5. World Environment Day 6. International Yoga Divas 7. Independence Day 8. Gandhi Jayanti	1. 7 August, 2016 2. Feb 16, 2017 3. 26 January, 2017 4. 8 March, 2017 5. 5 June, 2017 6. 21 June, 2017 7. 15 Aug, 2016 8. 2 Oct, 2016	1. 450 2. 670 3. 270 4. 50 5. 50 6. 38 7. 62 8. 50
7.1.7 Initiatives taken by the institution to make the campus eco-friendly.		
<ol style="list-style-type: none"> <li>1. Tree plantation, gardening, etc.</li> <li>2. Use of plastic bags is banned within the campus</li> <li>3. Timely cleaning the campus.</li> </ol>		
<b>7.2 Best Practices</b>		
Describe at least two institutional best practices		
Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link		
<p><b>1. Creating awareness among students towards the Problems and Prospects of Bell Metal industry in Sarthebari region.</b></p> <p><b>Goals of the Practice:</b></p> <ol style="list-style-type: none"> <li>a. Study the past and present status of bell metal industry in Sarthebari region</li> <li>b. Assess the socio-economic condition of the stakeholders involved in the industry and also the implications of the society as a whole.</li> <li>c. To make our own little contribution towards conserving a traditional form of craft, thus conserving native culture.</li> </ol> <p><b>Context:</b> The art and craft of making articles from bell metal is one of the important traditional form of crafts found in Assam. Written documents trace the existence of the bell metal industry in Assam from</p>		

7<sup>th</sup> century A. D., when Kumar Bhaskar Barman, king of Kamrupa, presented a '*kangshapatra*' to king Harshabardhan of North India. Legend has it that that particular kangshapatra was made by a well known artisan from Sarthebari. Sarthebari is one of the most important centres of this particular industry located in western Assam. The articles made of bell metal are considered part and parcel of Assamese culture, and are part of the Assamese cultural identity.

Sarthebari bell metal cluster is located in Sarthebari Revenue Circle within Barpeta district of Assam. Within the cluster, there exist bell metal production units in Sarthebari, Namsala, Palla, Karakuchi, Gomura, Kalatoli, Botia, Amrikhowa, Lochima, Kamarpara, and Singra villages. Available information reveals that under the cluster, there are 284 bell metal production units and 1260 artisans. Therefore, the average unit size of bell metal production under the cluster is 4.44 workers. A very small number.

**The practice:** The revival of this industry from its present state, where trained artisans are meagre, is an important issue from both socio-economic and cultural points of view. The trend of higher education in India has changed drastically. More emphasis is given on practical application of knowledge or skills acquired by students. Students are made aware and sensitized towards this traditional, historically significant craft form of their place of origin. In Sarthebari cluster, there are at least twenty-five sales centre running under private ownership. Including production process, supply of raw materials and energy and marketing the products, at least eight to ten thousand people are directly or indirectly engaged in the industry. Considering the prospect of upgradation of this industry, we educate students with a view to streamlining human resource, keeping in view the contemporary market scenario and job crisis.

## **2. Vocational Course on "Cutting and Embroidery" for Women Empowerment:**

### **Goals of the Practice:**

- a. To train and prepare women for a job depending on the training received, by exploiting the employment potentialities of the said course.**
- b. To empower women of the region, by enabling them through the acquirement of skills to establish a small-scale outfit or be being gainfully employed under others where they can utilise their skills.**

**Context:** Whether in rural or urban settings, discrimination on the basis of gender still persists, but it is more deeply ingrained in rural societies, and internalized in the collective psyche of ruralfolk. As gender discrimination is an impediment to the holistic development of a society, the institution has always devised ways to work towards dispelling inequality. The Women's Research and Support Cell of the college works towards educating, sensitizing, and supporting girl students of the college as well as womenfolk of the neighbouring areas. **The Women's Studies and Research Cell** organizes lecture programmes, sensitization programmes, and outreach programmes in surrounding areas to connect with the womenfolk and offer suggestions, solutions or financial aid in order to resolve problems or alleviate their suffering. Along the same line, under the aegis of the WSRC, a course on Cutting and Embroidery has been introduced.

**Practice:** The college has introduced a self-financed, self-designed course on **Cutting and Embroidery**, a round-the-year skill development course where female students are given training so that they can learn and hone a skill that can become a source of livelihood and make them financially independent.

**Evidence of Success:** Students enrolled are trained and exams conducted; after successful completion of the course certificates are given. This certificates and the skill acquired have helped many of the trainees in securing employment for themselves.

### 7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust

Provide the weblink of the institution in not more than 500 words

Bapujee College is an institution that has been consistent in its services to the disadvantaged and the underprivileged.

The college is set in a rural area that has very poor connectivity with the rest of the world. There is no national highway or railroad running through this area. It is a society that is primarily agrarian. Since it is an idea widely accepted that rural communities are the backbone of our nation, our institution strives to strengthen this backbone in its own humble way.

In the last few years, a certain migratory trend has been noticeable as families that can afford send their wards to urban or semiurban study centres. The students that enroll themselves in our college are not just financially but academically weak. Here at Bapujee College, we give our best to bring the best out of these students. We instill values and impart strategies that can help them not just survive with but make the best out of the means they have. We teach them that no position is



disadvantageous enough to stop one from dreaming or fulfilling dreams.

Students receive maximum support from the authority and individual teachers. Teachers often get books for students, provide financial aid in terms of form fill up and admission. For the entire academic session, the library lends books to poor students that they can keep throughout the session, and return after the completion of term end examinations.


1. Future Plans of action for next academic year (500 words)

- To construct more classrooms
- To make safe drinking water facilities available to everyone
- To build a proper drainage system to drain out rain water and get rid of water logging
- To construct a day-care centre

Name Dr. Prabhat Sarma

Name Mr. Joy Chandra Talukdar

\_\_\_\_\_  
Signature of the Coordinator, IQAC

\_\_\_\_\_  
Signature of the Chairperson, IQAC

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**Abbreviations:**

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for
Excellence GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test TEI
	-	Teacher Education
Institution		

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For Communication with NAAC

**The Director**

**National Assessment and Accreditation Council (NAAC)**

*(An Autonomous Institution of the University Grants Commission)*

P. O. Box. No. 1075, Nagarbhavi Bengaluru - 560072

Phone: +91-80-2321 0261/62/63/64/65

Fax: +91-80-2321 0268, 2321 0270

E-mail: [director.naac@gmail.com](mailto:director.naac@gmail.com) Website:

[www.naac.gov.in](http://www.naac.gov.in)

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