

Part – A
(For year 2018-19, from July 2018 to June 2019)

1. **Data of the Institution**

(data may be captured from IIQA)

- Name of the Institution : BAPUJEE COLLEGE, SARUKSHETRI
- Name of the Head of the institution : MR. JOYCHANDRA TALUKDAR
- Designation : PRINCIPAL (incharge) from 9th June 2016 to 31st August 2019
- Does the institution function from own campus : YES
- Phone no./Alternate phone no. : 03665274534
- Mobile no. : 9435025508
- 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:

- a. Affiliated / Constituent: **AFFILIATED**
- b. Type of Institution: Co-education/Men/Women CO-EDUCATION
- c. Location : Rural/Semi-urban/Urban: RURAL
- d. 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.
- e. Name of the Affiliating University: GAUHATI UNIVERSITY
- f. Name of the IQAC Co-ordinator : DR. PRABHAT SARMA
- g. Phone No./Alternate phone no : 03665274534
- h. Mobile : 9954963710, 8638296336
- i. IQAC e-mail address : iqacbapujee@gmail.com
- j. Alternate Email address : principal.bapujee@gmail.com

3. Website address : www.bapujeecollege.com

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

4. Whether Academic Calendar prepared during the year? :YES (

Uploaded)

Yes/No. , if yes, whether it is uploaded in the Institutional website:

www.bapujeecollege.com

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	B+	Institutional score 78.00	2004	from:2004 to:2009
2	B	2.16	2016	from:2016 to: 2021
3	Proposed			from: to:
4				from: to:
5				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
Meeting of the IQAC for the academic year 2018-19	September 18, 2018	10
Feedback from stakeholders are collected and analysed	21 January, 2019	50
Bharat Ratna Bhupen Hazarika Essay Competition	05 February, 2019	30
Awareness Programme on Environment and Sustainability at Da Vinci Academy, Kamarpara	12 February, 2019	89 students from Da Vinci Academy, Kamarpara
Awareness programme on Health and Hygiene at Amrikhowa Adarsha Vidyalaya, Amrikhowa	8 May, 2019	49 students from amrikhowa Adarsha Vidyalaya, Amrikhowa.
Observance of Certain Days and		

<p>Inculcation of Values. 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.</p> <ul style="list-style-type: none"> • College Foundation Day • Saraswati Puja • Republic Day • Women’s Day • World Environment Day • International Yoga Divas • Independence Day • Gandhi Jayanti 	<p>7th August , 2017 22nd Jan, 2018 26th Jan, 2018 8th March, 2018 5th June, 2018 21st June,2018 15th August, 2017 2nd Oct, 2017</p>	<p>320 680 20 48 65 38 50 45</p>
<p>Group Discussion among the students</p>	<p>During Class Period</p>	<p>98</p>
<p>Second meeting of the IQAC</p>	<p>February 04, 2019</p>	<p>13</p>
<p>Stress on a clean and green environment. 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.</p>	<p>15/07/18 02/10/18 26/01/19 05/06/19</p>	<p>28 30 27 25</p>

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

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	Science Faculty Development grants	State Govt.	03/04/2019	Rs.-1000000/-
Bapujee College, Sarukshetri	Excursion	State Govt.	03-04-2019	Rs.-100000/-

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

(Revised on 26th September, 2019)

10. No. of IQAC meetings held during the year : two (02)

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

Uploaded in Institutional Web site

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)

- Tree plantation inside the college campus
- Awareness programme on Environment and Sustainability at Da Vinci Academy, Kamarpara on 12 February, 2019 .
- Awareness programme on health and hygiene held at Amrikhowa Adarsha Vidyalaya, Amrikhowa on 8 May, 2019.
- 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 & analysed
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.
Stress on extension activities	1. Organised an awareness programme Environment and Sustainability at Da Vinci Academy, Kamarpara on 12 February, 2019 . 2. Organised an Awareness programme on health and hygiene held at Amrikhowa Adarsha Vidyalaya, Amrikhowa on 8 May, 2019.

14. Whether the AQAR was placed before statutory body? : Yes

Name of the Statutory body: Office of the Principal, Bapujee College, Sarushetri

Date of meeting(s): 24/02/2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning? **Yes/No: No**

16. Whether institutional data submitted to AISHE : Yes

Year: 2018-19

Date of Submission :13/7/2020

- a. 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

CRITERION I – CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

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.

At the beginning of every academic year the **academic committee** 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.

The **academic calendar** 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 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		

1.4 Feedback System				
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 matters with the departments.</p>				
CRITERION II -TEACHING-LEARNING AND EVALUATION				
2.1 Student Enrolment and Profile				
2.1. 1 Demand Ratio during the year				
Name of the Programme	Number of seats available	Number of applications Received	Students Enrolled	
UG				
B.A. 1 st Year (semester I & II)	500	360	360	
B.A. 2 nd Year (Semester III & IV)	500	256	256	
B.A. 3 rd Year (Semester V & VI)	500	194	194	

2.2 Catering to Student Diversity

2.2.1. Student - Full time teacher ratio (current year data) 34:1

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 st Year-360 2 nd Year-256 3 rd Year-194 (Total 810)	Nil	24	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
24	15	Computer=18 Laptop = 3 LCD Projector=3	Nil	Nil	WiFi 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. 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
810	24	1:34

2.4 Teacher Profile and Quality				
2.4.1 Number of full time teachers appointed during the year				
No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
28	24	4	1	8
2.4.2 Honours and recognitions received by teachers				
<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	
2.5 Evaluation Process and Reforms				
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	TDC-BA	Semester	19/5/2019	10/7/201

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 every 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.

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	119	95	79.83 %

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 weblink) 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		
3.3 Research Publications and Awards						
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		
Inter national	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 : 0	Nil		Nil		Nil	Nil
Presented papers	Nil		Nil		Nil	Nil
Resource Persons	Nil		Nil		Nil	Nil
3.4 Extension Activities						
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 co-ordinated such activities		Number of students participated in such activities	
Flood Relief	Bapujee College		24		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 coordinated such activities	Number of students participated in such activities
Swachh Bharat	Bapujee College	Cleaning the Campus	24	40
3.5 Collaborations				
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					
33,20,000.00	31,85,000.00					
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	
SOUL	Partial		SOUL 2.0		2010	
4.2.1 Library Services:						
	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6699		131		6830	1707500
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	9737					
Weeding (Hard & Soft)	147	14355	0	0	147	14355
Others (specify)						

4.3 IT Infrastructure									
4.3.1 Technology Upgradation (overall)									
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	18		01	01	Nil	02	09	3G (7.2 MBPS)	05
Added									
Total	18		01	01	Nil	02	09	3G (7.2 MBPS)	05
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		

4.4 Maintenance of Campus Infrastructure			
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

13,00,000.00	14,00,000.00	20,20,000.00	17,85,000.00
<p>4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (<i>maximum 500 words</i>) (information to be available in institutional Website, provide link)</p> <p>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.</p> <p>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 counselling and other support services to the students through the Career Counselling 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.</p> <p>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 organise 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.</p>			
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	Nil	Nil	Nil
Financial support from other sources			
a) National	Govt. of Assam SC	27	

	Scholarship		
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		14-08-2019	100	Institution itself	
Yoga		21 June, 2019	30	Institution itself	
5.1.3 Students benefited by guidance for competitive examinations and career counselling 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	

5.2 Student Progression					
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
2018-19	95	UG	Assamese Education Economics English Philosophy Political Science History	GU, 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)	44
2. Volleyball Competition		18
3. Various types of Race		100
4. Cricket Competition		22
5. Debate and Symposium		21
6. Music Competition		35
7. Quiz competition		25

5.3 Student Participation and Activities

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	X	X	X	X

5.3.2 Activity of Student Council & representation of students on academic & administrative Bodies /committees of the institution (maximum 500 words)

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.

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

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 alumni association is Chhatrapati Talukdar, a social activist, and Chittaranjan Barman, an advocate by profession, is the Secretary.
5.3.2 No. of registered enrolled Alumni:
115
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.
CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT
6.1 Institutional Vision and Leadership
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> <ul style="list-style-type: none"> ❖ Examination Board <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> <ul style="list-style-type: none"> ❖ Election Commission <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</p>

student Body election.
6.1.2 Does the institution have a Management Information System (MIS)? Partial
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.
❖ Human Resource Management 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.					
❖ Industry Interaction / Collaboration NIL					
❖ Admission of Students 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.					
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.					
6.3 Faculty Empowerment Strategies					
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 participant s (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 Coulcil of College
Administrative	Yse	DHE, Assam	yes	Governing Body of 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				
6.5.4 Post Accreditation initiative(s) (mention at least three)				
<ol style="list-style-type: none"> 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
	Tree plantation inside the college campus	13 July, 2018	One day	250
	Awareness Programme on Environment and Sustainability at Da Vinci Academy, Kamarpara	12 February, 2019		89 students from Da Vinci Academy, Kamarpara
	Awareness programme on Health and Hygiene at Amrikhowa Adarsha Vidyalaya, Amrikhowa	8 May, 2019		49 nos of students from amrikhowa Adarsha Vidyalaya, Amrikhowa.
	Collection of feedback from stakeholders.	In the month of February and March		50 (random sampling)
	Observance of National Days viz. Republic Day, Independence Day, Gandhi Jayanti	7 th August, 2017 22 nd Jan, 2018 26 th Jan, 2018 8 th March, 2018 5 th June, 2018 21 st June, 2018 15 th August, 2017 2 nd Oct, 2017		320 680 20 48 65 38 50 45

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							
<p>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.</p>							
7.1.3 Differently abled (Divyangjan) friendliness							
Items Facilities				Yes/No		No. of Beneficiaries	
Physical facilities							
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			
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	

2018-19		3		Flood relief and flood camp	Flood	35
				Orientation program on hygiene to relief campers during flood	To curb and control various sicknesses induced by floods	20

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	10-06-2019	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	1. 7 Aug, 2018	320
2. Saraswati Puja	2. Feb 10, 2019	680
3. Republic Day	3. Jan 26, 2019	20
4. Women's Day	4. March 8, 2019	48
5. World Environment Day	5. June 5, 2019	38
6. International Yoga Divas	6. June 21, 2019	50
7. Independence Day	7. Aug 15, 2018	45
8. Gandhi Jayanti	8. Oct 02, 2018	50

7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Tree plantation, gardening, etc.
2. Use of plastic bags is banned within the campus
3. Periodical Cleaning of the College Campus

7.2 Best Practices

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

1. **Judicious Use of Electricity:**

Goals of the Practice:

- a. **To save energy, to ensure sustainable use of energy resources**
- b. **Efficient utilisation of the scarce power resource**
- c. **To make our own little contribution towards the environment**

Context: In a growing consumerist world, and growing use of electronic products and electrical appliances, the demand for power resources is growing uncontrollably. However, we are well aware of the fact that the earth's resources are limited. Therefore, it becomes imperative to use electricity and related resources judiciously, for the sake of the earth's future and our own future generations of the human race.

Practice: Initiated by the IQAC, an energy audit of the institution was undertaken. In order to control the electricity usage, and curb expenses, ample numbers of power-saving LED lights have been installed in the campus. In addition, some non-teaching staff have been particularly instructed to keep a vigil to ensure that fans, lights, etc., are switched off when classrooms are not in use. Students too are sensitized towards how small measures like these can cut down on electricity usage and result in big savings.

Evidence of Success: That the power consumption has dropped substantially gets reflected in the electricity bill of the college.

2. **Environmental Consciousness and Sustainability:**

Goals of the Practice:

- a. To protect the planet from degradation
- b. To minimise anti-climatic activities at the institutional level.
- c. To impart ecosystem and biodiversity values into students.

Context: 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.

Practice: Green audit of the college campus was undertaken under the initiation of the IQAC. Continuous efforts are being made to maintain an eco-friendly campus. The College has many trees and foliage that offer food and shelter to various nonhuman species. There is a bottle brush tree (scientific name *Callistemon citrinus*) that becomes a habitat for harlequin hummingbirds through half the year, other than the fact that it is a medicinal plant. There is also an arjun tree (scientific name *Terminalia arjuna*), known traditionally to cure heart disease. There is a pond inside the college campus that is maintained by the management; the pond ecosystem supports various species of aquatic life. The College observed Wildlife Week by planting sufficient number of plants in the campus. A plantation drive was conducted on the occasion of World Environment Day in the adopted village Hilepara and adopted school Bamundi High School by teachers and students of the college.

Evidence of Success: We have made considerable progress in making our campus green and eco-friendly.

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.

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

- To organize various competitions for students and exposure visits, and career counseling
- To plant more trees for a green environment
- To introduce healthcare programs and and construct a health care centre within the campus
- Establishment of day-care centre

Name Dr. Prabhat Sarma

Name Mr. Joy Chandra Talukdar

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Abbreviations:

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
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		

For Communication with NAAC

The Director

National Assessment and Accreditation Council (NAAC)

(An Autonomous Institution of the University Grants Commission)

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