Part – A
(For year 2019-20, from July 2019 to June 2020)

Data of the Institution

(data may be captured from IIQA)

1.   **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)
   (Academic Calendar Attest here with) .   ,
   uploaded in the Institutional website
        Weblink: www.bapujeecollege.com

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period	
1st	B+	Institutional score 78.00	2004	from: 2004	to:2009
2nd	B	2.16	2016	from: 2016	to: 2021
3rd	Proposed			from:	to:
4th				from:	to:
5th				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
First meeting of the IQAC for the academic year 2019-20	04 November, 2019	11
A lecture programme on "Mental Health" organised by Women Studies Research Cell Resource Person: Dr. Montu Kr. Das, District Programme Officer, District Mental Health Programme, Barpeta	29 February, 2020	217
One-day counselling programme on "Career Building" Resource Person: Buljit Buragohain, Principal, GIMT Tezpur	07 March, 2020	72

Observance of Certain Days and 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.		
• College Foundation Day	7-08-2019	210
• Saraswati Puja	29-01-2020	580
• Republic Day	26-01-2020	60
• Women's Day	08-03-2020	45

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	Civil and Non-Civil works	RUSA	01/07/2019	Rs.- 1,00,00,000/-
Bapujee College, Sarukshetri	Girls' Common Room Development	State Govt.	24/02/2020	Rs. 10,0000/-

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: One meeting(01)
The minutes of IQAC meeting and compliance to the decisions have uploaded on the institutional 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) : 2017-18

   - Women Studies Research Cell in association with IQAC, Bapujee College organised a lecture programme on "Mental Heath" on 29 February, 2020
   - Women Studies Research Cell in association with IQAC, Bapujee College organised a one-day counseling programme on "Career Building" on 7 March, 2020.

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	Could not be carried out due to COVID-19 PANDEMIC AND LOCKDOWN
Organise exposure visits for students	Could not be organised due to COVID-19 PANDEMIC AND LOCKDOWN
Organise lecture programmes, awareness programmes, seminars, etc.	Organised a lecture programme on "Mental Health" on 29/02/2020 Organised a Career Counselling programme on 07/03/2020
Stress on Extension activities	Could not be organised due to COVID-19 PANDEMIC AND LOCKDOWN

14. Whether the AQAR was placed before statutory body?   :Yes
   Name of the Statutory body   : Office of the Principal , Bapujee College, Sarukshetri

   Date of meeting(s)   :22/02/2021

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: 2019-20   Date of Submission : 24/7/2020

17. Does the Institution have Management Information System?
   If yes, give a brief description and a list of modules currently operational. (Maximum 500 words)

   The institution makes necessary arrangement to install a scientific MIS system in near future.

   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 Already adopted (mention the 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**
TDC-BA	BA	Nil	01-08-2019	Yes	Nil

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)

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.

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.

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. 1st Year (semester I & II)	500	297	297
B.A. 2nd Year (Semester III & IV)	500	149	149
B.A. 3rd Year (Semester V & VI)	500	175	175

2.2 Catering to Student Diversity

2.2.1. Student - Full time teacher ratio (current year data) **25:1**

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
2017-18	1st Year-297 2nd Year -149 3rd Year-175 (Total 621)	Nil	25	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=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
621	25	1:25

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	25	3	2	10

2.4.2 Honours and recognitions received by teachers *(received awards, recognition, fellowships at State, National, International level from Government, recognized bodies during the year)*

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
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
BA	TDC-BA	Semester	21/10/2020	5/12/2020

 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.

(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	159	89	55.97 %

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 *(other than compulsory by the College)*	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 *(applicable for PG College, Research Center)*

Name of the Department	No. of Ph. Ds Awarded
Political Science	1
Education	1

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				
Presented papers		1. Dipankar Barman from the department of Political Science presented paper at the national seminar Emancipation of Students with Disabilities in Science and Technology organised by IIRDDA AND CID, at Tezpur university(13/8/19) 2. Mrs. Priyanka Bhuyan from the department of Assamese presented paper at the national seminar on Assamese Literature for Children(10-11 February, 2020)		
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		Number of teachers **co-ordinated** such activities	Number of students participated in such activities
NIL	NIL	NIL	NIL

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	25	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
33,10,000.00	32,55,000.00

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	03
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 (≥ 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	Partially	2.0	2010

4.2.1 Library Services:

	Existing		Newly Added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6752	1519200	112	28000	6864	1688000
Reference Books	7773	3497850	0		7773	3497850
e-Books	As per N-LIST INFLIBNET					
Journals	14	25060	0		14	25060
e-Journals	As per N-LIST INFLIBNET					
Digital Database	0	0	0	0	0	0
CD & Video	35	3465	0	0	35	3465
Library automation	10367		0	0		
Weeding(Hard & Soft)	78	7722	00	0	78	7722
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 (UnderGraduate) 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	12,00,000.00	20,10,000.00	20,55,000.00

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 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.

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.

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	Nil	Nil	Nil
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
Nil	Nil	Nil	Nil
Nil	Nil	Nil	Nil

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 Counseling 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.

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.

Total grievances received	No. of grievances redressed	Average number of days for grievance Reprisal

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
2019-20	89	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
Nil	Nil	Nil

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	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)

The college has a Students' Union elected through a 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:

117

5.3.3 Alumni contribution during the year (in Rupees) : **Nil**

Nil

5.3.4 Meetings/activities organized by Alumni Association : **One meeting**

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)

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. 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.

 Following are two such practices of decentralization are:
❖ Examination Board

     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.

❖ Election Commission

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.

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

   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.

 6.2 Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the institution for each of the following (within 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 to 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. Faculty members are also released to participate in national or international seminars and workshops.

❖ Library, ICT and Physical Infrastructure / Instrumentation

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".

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.

The library digitization process has been started with REID software system from this session.

❖ 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

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	Duration
1. REFRESHER COURSE on Teachers' Education organised by North Bengal University	1	2/12/2019 – 17/12/2019
2. One week Online Teaching-Learning Workshop on Design, Delivery and Development of E-Content and Online Assessment(FDP)	1	20/7/2020 – 25/7/2020

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 Governing body 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 College
Administrative	Yes	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)

1. Applied for RUSA grant for infrastructural development.

2. Renovation of the College campus

3. A continuous process for an eco-friendly campus

4. Constraction of the Smart and Digital Class Rooms

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 ……….to ……….)	Number of participants
2019-20	Tree Plantation inside the College Campus	13-07-2019	One Day	23
2019-20	Observation of International Yoga Divas	21-06-2019	One Day	47
2019-20	Observance of Republic Day	Jan 26, 2020	One day	60
	A lecture programme on "Mental Health"	Feb 29, 2020	One day	217
	Counselling Programme on "Career Building"	March 07, 2020	One day	72
	Swaraswati Puza	Jan, 29, 2020	One Day	580
	Women Day	March 8, 2020	One Day	45
	College Foundation Day	August 7, 2019	One Day	210

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		
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	Number of initiatives taken to engage with and	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and

	advantages and disadvantages	contribute to local community				staff
2019-20	Nil	Nil	Nil	Nil	Nil	Nil

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	26-06-2019	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, 2019	210
2. Saraswati Puja	2. Jan 29, 2020	580
3. Republic Day	3. Jan 26, 2020	60
4. Women's Day	4. March 8, 2020	45

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. Tobacco Free Zone

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 sustinable use of energy resources**

    b. **Efficient utilistion 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.

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 in side 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.

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

- To ensure a green campus and a tobacco free zone.
- Strengthening the alumni database
- To enhance and upgrade the library resources and laboratory facilities
- Extension activities for social responsibility
- To ensure usage of e-resources in all departments
- Timely submission of AQAR for the upcoming session

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

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