



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	BAPUJEE COLLEGE, SARUKSHETRI
• Name of the Head of the institution	DR. RAMESH DAS
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03665274534
• Mobile No:	9394199433
• Registered e-mail	iqacbapujee@gmail.com
• Alternate e-mail	principal.bapujee@gmail.com
• Address	P.O. SARTHEBARI, Dist. BARPETA
• City/Town	SARTHEBARI
• State/UT	ASSAM
• Pin Code	781307
2.Institutional status	
• Type of Institution	Co-education
• Location	Semi-Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	GAUHATI UNIVERSITY				
• Name of the IQAC Coordinator	MR. BIPUL DEKA				
• Phone No.	8721806538				
• Alternate phone No.	9954941150				
• Mobile	8721806538				
• IQAC e-mail address	iqacbapujee@gmail.com				
• Alternate e-mail address	principal.bapujee@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	http://bapujeecollege.ac.in				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://bapujeecollege.ac.in				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	78.00	2004	31/12/2004	31/10/2016
Cycle 2	B	2.16	2016	30/06/2016	31/10/2021
6.Date of Establishment of IQAC			31/05/2005		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
nil	nil	nil	nil	nil	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			3		

<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	No	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>. Four villages and four schools are adopted. . A four days Jyoti sangeet taring camp was held. . A webinar was organized during lock-down. . One workshop and two seminars were organized by IQAC. . An awareness programme and relief camp was held in adopted village Hilepara.</p>		
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		
Plan of Action	Achievements/Outcomes	
It was decided to publish a peer reviewed journal.	About 90 per cent of the work of the research journal has been completed..	
It was decided to open a NCC unit in the college.	The NCC unit has been opened and the unit has started its work.	
13. Whether the AQAR was placed before statutory body?	Yes	
<ul style="list-style-type: none"> Name of the statutory body 		
Name	Date of meeting(s)	
Office of the Principal, Bapujee College, Sarukshetri	Nil	

14. Whether institutional data submitted to AISHE	
Year	Date of Submission
April 2019 to December 2020	24/02/2022
Extended Profile	
1. Programme	
1.1	20
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	View File
2. Student	
2.1	912
Number of students during the year	
File Description	Documents
Data Template	View File
2.2	497
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	View File
2.3	97
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3. Academic	
3.1	25

Number of full time teachers during the year		
File Description	Documents	
Data Template	View File	
3.2	28	
Number of Sanctioned posts during the year		
File Description	Documents	
Data Template	View File	
4.Institution		
4.1	17	
Total number of Classrooms and Seminar halls		
4.2	5734544	
Total expenditure excluding salary during the year (INR in lakhs)		
4.3	20	
Total number of computers on campus for academic purposes		
Part B		
CURRICULAR ASPECTS		
1.1 - Curricular Planning and Implementation		
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process		
<p>There is a daily class routine for smooth conduct of class room teaching. Departments have their own lesson plan. There are also provisions for educational tour, students exchange programme, skill development programme etc. An academic committee constituted by senior teacher, manage all this. It is also mandatory to hold a departmental seminar on each semester. Each department has separate wall magazines and it publishes new issue once a year.</p>		

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	http://bapujeecollege.ac.in

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The college has a self contained academic calendar. It is available on the college portal. This academic calendar outlines all the academic work to be done during the year. The academic calendar is designed in handbook pattern for students. They can get all the college related information here. Internal evaluation is a continuous process of the college. For smooth conduct of internal evaluation, college has an examination board. The duration of the examination board is one academic year. The board is formed by a few senior teacher. Internal evaluation is carried out based on three factors, such as unit test, home assignment, and attendance in class. The exm. board monitors all the internal evaluation process.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://bapujeecollege.ac.in

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

20

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

03

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

75

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

219

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

1.3 - Curriculum Enrichment

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

Environment studies included as a compulsory subjects in the undergraduate course. This subject has no impact on the results of the examination, but the subject has contributed to the overall development of the students. Pollution has made a bad impact on the society. It is necessary to make the students aware in this regard.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

06

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

222

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	B. Feedback collected, analyzed and action has been taken
File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	
2.1.1.1 - Number of sanctioned seats during the year	
425	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)	
2.1.2.1 - Number of actual students admitted from the reserved categories during the year	
File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File
2.2 - Catering to Student Diversity	
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	
There are special arrangements in the college for advance learners and slow learners. There is a provision of two remedial classes for slow learners in a week.	

File Description	Documents
Link for additional Information	http://bapujeecollege.ac.in
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
912	25

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Students are mainly taught by using participating method. In addition, efforts are made to improve the thinking level of students through seminars and field studies.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	http://bapujee college.ac.in

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

All the subjects were taught in the last year with the help of information and communication technology. The teaching was made with the help of online portal of the college. In addition to live classes, students were taught with the help of classnotes, and videography. Teachers are also teaching with the help of whatsapp group. Projectors are available in the college. Teachers teach difficult topic with the help of slide show as and when required. Teachers can use computer more or less. Some of them are experienced in this regard. Overall teachers have taken an effective process to use of ICT tools.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://bapujeecollege.ac.in

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

08

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

24

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

10

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

320 years

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

There is an examination board for conducting the internal examination throughout the year. One unit test is conducted for each semester. In addition to unit test marks are given for home assignments, attendance in classes etc. Total marks of internal assessment is 20 % of the total marks. The distribution of marks are as follows. Unit test 10 marks, home assignment 6 marks and 4 marks for class attendance. All the exam records are with the examination board. Apart from this there are seminars and field studies on certain subjects.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	http://bapujeecollege.ac.in

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

and efficient

All internal examination are controlled by the exam board. Examination board are formed by a few senior teacher. The exam board issues notices before internal examination. The notice clearly mentions everything related to the internal examination. The exam board disposes all the grievances within a specified time.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	http://bapujeecollege.ac.in

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Teachers and students are aware of course outcome. Our college belongs only to the arts stream. So naturally the course outcome is limited. Nevertheless, teachers have providing various suggestions to students. Several programmes have organized to help the students after completion there study.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://bapujee_college.ac.in
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Programme outcomes and course outcomes are occasionally reviewed. We have got satisfactory result in attainment. Many students from our college have been able to get good results in competitive exams like NET, TET etc. Our students have started thier own business by completing the vocational course.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://bapujeecollege.ac.in

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

97

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	No File Uploaded
Upload any additional information	No File Uploaded
Paste link for the annual report	http://bapujeecollege.ac.in

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

http://bapujee_college.ac.in

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

Nil

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

05

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during

the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

06

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

03

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

In the year 2020-21, IQAC Bapujee College has done a variety of extension activities. A webinar was held on 10th August 2020. On occasion of independence an awareness and relief camp was held in the adopted village Hilepara. College teachers and staff donate food items of worth Rs 30 thousand in this camp. A Jyoti Sangeet Traing camp was held on december 25 to december 28, 2020. College has observed National Voters day on 25th January 2021.

File Description	Documents
Paste link for additional information	http://bapujeecollege.ac.in
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

03

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

03

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

28

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

80

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

There are adequate numbers of spacious classroom for classroom base teaching. The department of Education and Geography have separate laboratories. There are 3 numbers of ICT base smart Classrooms for teaching-learning process in the college. All classrooms are surveillance by CCTV . There is a computer lab with 20 computer terminals that are updated and configured to the latest standards.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://bapujee_college.ac.in

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college has some cultural and sports facilities. These are not adequate. The college has two fields. One is for major games and other is for minor games. College week is held every year. Students get the opportunities to developed their talenet durring college week.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://bapujeecollege.ac.in

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

03

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

03

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://bapujee_college.ac.in
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

2549470

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

SOUL 2.0 was used as an Integrated Library Management System, but now that the renovation work is underway, KOHA 20.11 is being installed and 70% of the data entry work is complete. Radio Frequency Identification (RFID) technology is installed. RFID tagging work is going on.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	http://bapujeecollege.ac.in

4.2.2 - The institution has subscription for the

E. None of the above

following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

39085

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

137

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

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

We have regularly upgraded the college's ICT equipment, including

LANs and Wi-Fi. There is no annual agreement with any company for maintaining the ICT equipment. The ICT cell of the College looks into the matter . Whenever ICT equipment needs to be repaired, ICT cell hires experts from the outside.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://bapujeecollege.ac.in

4.3.2 - Number of Computers

20

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

3485074

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college has only an arts stream. The subject of Education and Geography has a separate laboratory. The college has a huge playground, where students can play football and volleyball. This playground is located half KM away from the main campus. Indore game facilities are in the college campus. A computer lab is there. In the computer lab there are 20 nos of computers. The college classrooms are very spacious. Three rooms are well equipped with IT facilities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://bapujeecollege.ac.in

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

912

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

20

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills
Language and communication skills Life skills
(Yoga, physical fitness, health and hygiene)
ICT/computing skills**

C. 2 of the above

File Description	Documents
Link to institutional website	http://bapujeecollege.ac.in
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
136	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	C. Any 2 of the above
File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded
5.2 - Student Progression	
5.2.1 - Number of placement of outgoing students during the year	
5.2.1.1 - Number of outgoing students placed during the year	

28

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

56

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

22

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

07

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

There is well established system by which students can fully cooperate in various administrative and co-curricular activities in our college. Their representation is selected with the help of an autonomous student union. The student union elections were held on the basis of Lyngdoh committee. Apart from the president and general secretary of the student union, there are officials from portfolios debate and symposium, megazine, major games, minor games, girls' common room, boys' common room etc.

File Description	Documents
Paste link for additional information	http://bapujeecollege.ac.in
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

36

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

There is a strong alumni association in our college. The association is on the way to register. The association has already contributed over Rs 1 lakh. The alumni association has been playing a major role in the development of the college. They often come to college and discuss various issues.

File Description	Documents
Paste link for additional information	http://bapujeecollege.ac.in
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Bapujee College aspires to provide the students with an excellent higher education which is designed to instil into them self-

discipline, compassion, and a sense of responsibility for social justice as well as brighten up their job prospects. The college tries to generate an atmosphere which teaches to cultivate respect for the elders and other people and promotes spiritual growth of the students.

File Description	Documents
Paste link for additional information	http://bapujeecollege.ac.in/
Upload any additional information	View File

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

The college gives more emphasis on decentralization and participative management. For smooth and all-round management, college has various management committees. Anti-ragging cell, construction committee, exm board, and class monitoring committee are there. All the teaching and non-teaching staff are alerted anytime to keep the total environment of the college.

File Description	Documents
Paste link for additional information	http://bapujeecollege.ac.in
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college has adopted various strategic plans. One of these is college land. Other than the college campus the college has another 40 bighas of land which is half km away from the main campus. But it was occupied by some unauthorized person. After many years of struggling now the college possess this plot of land. After getting possession college now constructing a huge playground and adopting a multipurpose project.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	http://bapujeecollege.ac.in
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

College gives more importance to the organogram of the college. All information regarding policies and administrative setup, appointment procedures, is uploaded on the college website. These are all transparent. Anybody can see all of this on the college website. Besides these, there is a campus map in the college campus.

File Description	Documents
Paste link for additional information	http://bapujeecollege.ac.in
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

C. Any 2 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Various welfare measures are for teaching and non-teaching staff. As per government rule, they can avail leave, such as maternity leave, earn leave, casual leave, etc. There are separate mutual aid fund for teaching and non-teaching staff.

File Description	Documents
Paste link for additional information	http://bapujeecollege.ac.in
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

24

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

3

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

12

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

There are some appraisal system in the college. Teachers' performances are reviewed from time to time. Students' feedback are collected from them and these are reviewed. In case of promotion, the performance of the concerned person is reviewed. No one can be promoted without his or her dedication to the institute.

File Description	Documents
Paste link for additional information	http://bapujeecollege.ac.in
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

There are two types of audits in the college. One is an external audits and another is an internal audits. The disbursement of money is very transparent. If any discrepancy is found in the audits, then it is meetup in a stipulated time. The college has no pending audits so far. External audits are carried out by prominent auditors. The internal auditors are appointed by government.

File Description	Documents
Paste link for additional information	http://bapujeecollege.ac.in
Upload any additional information	No File Uploaded

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

149000

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

The college gets funds mainly from three sources. One of the main funding agencies is Rastriya Uchatar Siksha Abhijan (RUSA). The college has no right to mobilize its funds. All transaction of RUSA are done by the soul direction of the organization. To monitor its projects, there is a project monitor unit in the college. Secondly, college gets funds from state government. To utilize the state govt funds the college has a constrction committee. It is constituted of some senior teachers and other employee of college. The third source of funds is fees collected from the students. Fees are not collect directly from the students. It is reimbursable. After they got admission the state govt reimbursed thier fees.

File Description	Documents
Paste link for additional information	http://bapujeecollege.ac.in
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC of Bapujee College was formed in 2005. The cell has contributed significantly to institutionalizing quality assurance strategies and proceses. Last year the cell conducted various extension activities. The IQAC adopted 4 nos of villages and 4 nos of schools. It also organized several seminars. Besides these, it monitors the all-round development of the college.

File Description	Documents
Paste link for additional information	http://bapujeecollege.ac.in
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC o0f Bapujee College was formed in 2005. Since then it has been monitoring the all-round development of the college. It revews the academic achivments and infrastructural development of the college. Various extension activities are done by IQAC Bapujee College. This cell reviews the learning outcomes at periodic

intervals.

File Description	Documents
Paste link for additional information	http://bapujeecollege.ac.in
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://bapujeecollege.ac.in
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The college has taken various measures to promote gender equity. There are separate washrooms for women. Girl's common with the attached washroom there. International women's day is celebrated every year. In addition to these, various seminars on gender equity are held.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	a, b & c

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Bapujee college is located in a pollution free environment. It is a single stream college. Only arts stream is there. So there are no biochemical waste, e-waste, hazardous chemicals, and radioactive waste in the college campus. Already college has implemented its best practice like the plastic free campus. Recently the college has taken a vermicompost project to use the canteen waste as fertilizer.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available

D. Any 1 of the above

in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. Landscaping with trees and plants**

C. Any 2 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p>	<p>D. Any 1 of the above</p>
--	------------------------------

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

<p>7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).</p>
<p>The students belong to different communities. Basically they belong to Assamese, Bengali, and Boro communities. The college has provisions to express their own culture in various cultural programmes. The socio-economic tradition of the students is diverse. Students are taught to show tolerance towards each other.</p>

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Students and all the teaching and non teaching staff are made aware of the responsibilities and duties of the citizens. A senior teacher is tasked as a nodal officer to create such type of awareness. Training is imparted to students newly enrolled in the electoral rolls. In addition to these, awareness is created by celebrating National Voters' Day, constitution Day etc.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Every year various national and international commemorative days are celebrated in the college. These include college foundation day on August 7, International yoga day on June 21, World environment day on June 5, International women's day on March 8, Teacher's day on September 5, Gandhi Jayanti, Independence day, Republic day etc.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Last meeting of IQAC decided to implement at least two best practices in the college. The first is a tobacco-free campus and the second is a plastic-free zone. Response from the stakeholder is very impressive regarding this matter.

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

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The college gives more priority to skill development and sports activities for students. More than fort bighas of college land were possessed by some unauthorized person. After forty eight years of struggle, the college possesses the said land. Now construction of a specious playground and multipurpose project work going on in that land.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

* To ensure resource mobilization. * To do some community work with the adopted village. * Strengthening the academic environment of adopted schools.* Timely submission of AQAR for the upcoming session. * To ensure a green campus.