



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		BAHONA COLLEGE
Name of the head of the Institution		Dr. Prasanna Kumar Dutta
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03762398044
Mobile no.		9435713575
Registered Email		bahonacollege@rediffmail.com
Alternate Email		bahonacollege1966@gmail.com
Address		Bahona College, Neemati Road, P.O- Bahona
City/Town		Jorhat
State/UT		Assam
Pincode		785101

2. Institutional Status																									
Affiliated / Constituent	Affiliated																								
Type of Institution	Co-education																								
Location	Rural																								
Financial Status	state																								
Name of the IQAC co-ordinator/Director	Dr. Rofique Ahmed																								
Phone no/Alternate Phone no.	03762398044																								
Mobile no.	9678675117																								
Registered Email	iqacbahonacollege@gmail.com																								
Alternate Email	rofiqueahmed@gmail.com																								
3. Website Address																									
Web-link of the AQAR: (Previous Academic Year)	https://bahonacollege.datafile.online/UploadFiles/Documents/ProfileLgoi/BAHCOL_Download_AOAR,2017-18,Bahona%20College.pdf																								
4. Whether Academic Calendar prepared during the year	Yes																								
if yes,whether it is uploaded in the institutional website: Weblink :	https://bahonacollege.datafile.online/UploadFiles/Documents/ProfileLgoi/BAHCOL_Download_Academic%20Calender%202018-19.pdf																								
5. Accrediation Details																									
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B</td> <td>71.75</td> <td>2004</td> <td>09-Jan-2004</td> <td>08-Jan-2009</td> </tr> <tr> <td>2</td> <td>B</td> <td>2.71</td> <td>2015</td> <td>15-Nov-2015</td> <td>14-Nov-2020</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B	71.75	2004	09-Jan-2004	08-Jan-2009	2	B	2.71	2015	15-Nov-2015	14-Nov-2020
Cycle	Grade	CGPA	Year of Accrediation	Validity																					
				Period From	Period To																				
1	B	71.75	2004	09-Jan-2004	08-Jan-2009																				
2	B	2.71	2015	15-Nov-2015	14-Nov-2020																				
6. Date of Establishment of IQAC	15-Jun-2004																								
7. Internal Quality Assurance System																									

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
Workshop on 'Jyoti Sangeet'	11-Dec-2018 5	34
Workshop on Entrepreneurial Development & Employability through mobile & Digital Photography	04-Jan-2019 2	37
Workshop on Entrepreneurial Development through 'Vermiculture'	18-Jan-2019 1	42
Training Program on 'Mushroom Cultivation'	24-Jan-2019 2	35
INSA Remote lecture on 'Story of Real Numbers'	29-Jan-2019 1	52
Science Quiz Competition	27-Feb-2019 1	40
Popular Science talk on 'Nano Technology & Its application'	28-Feb-2019 1	45
Bio-Bioinformatics workshop & Training	02-Mar-2019 1	43
Interdepartmental Seminar Competition	13-Mar-2019 1	67
Popular Talk on Mental Health in a changing world	15-Mar-2019 1	75
Election Awareness Program	13-Mar-2019 1	204
Career Counseling Program on the use of MS Powerpoint & Reference writing	18-Mar-2019 1	70
Symposium on the implementation of CBCS	20-Mar-2019 1	38
Training Program on Interview Skill	26-Mar-2019 1	43
Quiz Competition	20-Mar-2019 1	65
Popular Talk on Science, Ecology & Society	01-Mar-2019 1	45
Interaction program on Youth for value based education	14-Mar-2019 1	44

Workshop on Seminar paper preparation	18-Aug-2018 1	95
Interdepartmental Student Seminar	15-Sep-2018 1	65
Orientation Program on employment opportunities under the SSC	22-Sep-2018 1	54
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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
College	Community College	UGC	2018 5	299877
College	NSS	Dibrugarh University	2018 1	37000
College	Boys' Hostel	ONGC	2018 1	1908633
College	Outreach Programmes at School	ASTEC	2018 1	116000
College	Bio-Tech Hub	Govt. of India, (Ministry of Sc. & Technology)	2018 5	553000
College	Infrastructure	RUSA	2019 1	45000
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	1
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

Development of academic and curricular transactions

Students' enrichment, support and progression

Initiatives for employees development

Introducing innovative practices for enhancing accountability

Students' involvement in community issues through extension activities

[View File](#)**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achivements/Outcomes
Students' enrichment	Organized counselling programmes, workshop on group discussion and seminar presentation, organising weekly assembly talk to orient the students, providing career support courses, incentive measures undertaken to increase library use
Students' research	Organizing departmental and interdepartmental seminar for dissemination, accomplishing field survey and project preparation, organizing workshop on seminar paper preparation and presentation.
Employees' development	Organizing workshop to adopt CBCS, Introducing teachers' , diary, introducing the diary of Head of the Departments, appointing screening committee for quality maintenance in departmental promotions
Infrastructural development	Making provisions of new class room, Digitization of classrooms, extension of science building, renovating conference hall, about to complete boys' hostel.
Innovative practices	Organizing students' assembly, introducing diary for students and faculty, introducing online competition, extending online provisions for students' grievance redressal, introducing online feedback mechanism

Students' support and progression	Organizing career counselling programmes regularly, organizing counseling programme on online transactions, monitoring health status of the students.
Extension activities	Taking initiatives to open PG at regular basis, taking initiatives to open integrated B.Ed. course, organizing programmes under the scheme of Unnat Bharat Avijan, performing outreach activities at regular basis, organizing cultural and health care pr
Academic and curricular development	The academic environment has been updated to introduce CBCS. Accomplishing academic audit in terms of inputoutput gap analysis. Introduction of new courses. Increasing the number of digital classroom
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Name of Statutory Body</th> <th style="width: 50%;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Governing Body</td> <td style="text-align: center;">27-Jun-2019</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	Governing Body	27-Jun-2019
Name of Statutory Body	Meeting Date				
Governing Body	27-Jun-2019				
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 of Submission	2019				
Date of Submission	03-Jul-2019				
17. Does the Institution have Management Information System ?	No				

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 College adopts the under-graduate curriculum provided by the parent institute, Dibrugarh University. The IQAC has a sub-committee on resource management. The main function of this committee is to prepare college routine so as to optimize the use manpower and infrastructural resources to facilitate

curricular transaction. The heads of the department are assigned to implement and monitor the practice of lesson plans.. The Vice-principal of the college monitors the curriculum transaction as per daily routine. There are two parts in the curriculum. One is written/theory and other is internal assessment. Internal assessment comprises of sessional examination, group discussion and seminar and attendance. Sessional exams are held either departmentally or/and college as a whole. Students' seminars are organized both by departmentally and inter-departmentally. Group discussion and attendance are managed by the departments themselves. Students are made accountable to be present in curricular transactions through a system of notifying non-collegiate and dis-collegiate students. Some of the departments have incentive giving mechanism on attendance and academic performances. The Academic Development Cell under IQAC centrally at regular basis organizes workshop on seminar/GD preparation and presentation. There are eight digital class room and movable laser projector to avail digital delivery of curriculum. Apart from laboratory activities, science departments, even some of the arts departments organize students' field survey and project preparation. Remedial classes for weak students and special classes for advanced students are performed on the basis of departmental and individual faculty effort. There are also mentoring provisions to take care of weak and advanced students at individual level. There are both central library and departmental libraries/book banks to provide reading materials to the needy students. Most of the faculties supply reading materials to the students either from his/her own stock or searching net. End examination and assessment are organized by the branch of Examination Controller of Dibrugarh University. There is a system of Annual Departmental Profiling where all the departments need to record the extent of curricular already transacted. Departmental profiles are checked by both IQAC and the management of the college. Necessary accountability and providing suggestions are practiced on the basis of this profiling system. Principal of the college, on his own part regularly organizes meeting at the presence of heads of the departments to make review on curricular transactions, assessment and the likes. Recently IQAC of the college has introduced the provisions of maintaining three types of diaries - Students' Diary, Head of the Departments' Diary and Diary of the Faculty - where provisions have been incorporated to record the nature and extent of curricular transactions on daily basis. This has been considered as a good system of curricular documentation.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No	No	30/06/2019	0	Not applicable	Not applicable

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BSc	No	30/06/2019
BA	No	30/06/2019
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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	Programme Specialization	Date of implementation of CBCS/Elective Course System
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BSc	Honours and nonhonours	01/06/2019
BA	Honours and Non-honours	01/06/2019

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

	Certificate	Diploma Course
Number of Students	Nil	77

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
No	30/06/2019	Nil
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	six semester project work (Botany, Zoology, Chemistry)	57
BA	field project in Economics for semester students	30
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Nil
Alumni	Nil
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>Systematic feedback mechanism, at present, is a part and parcel of quality management of Bahona College. This mechanism has been continued since 2003. Initially it was only a practice of gathering students' feedback information only on teachers. In those days, basically classroom verbal interaction by the faculties was resorted to gather students' feedback on other aspects such as course, reading materials, campus facilities, support provisions etc. and the findings were reported to the authority when felt necessary. This was totally an informal practice without having any record. Sometimes general meeting was held either among the students or among the guardians/parents to know their responses in different aspects. This practice was to some extent formal as the proceeding was recorded. At that time, even at present too, Students' Union of the college plays a major role of mediator in case of students' feedback on different aspects of the college. The union was given full freedom to place their views to the authority either in terms of verbal discussion or in terms of submitting application. Gradually IQAC of Bahona College has been developing a formal feedback mechanism in terms of filling feedback questionnaires by</p>

different stakeholders and processing the data in computer by using a standard index fitting formula. On the basis of this index, interdepartmental and intradepartmental ranks of teachers were derived in three dimensions - quality achievement, quality balancing and quality concentration. Ten quality indicators with different weightage had been used to rank the teachers in case of these three quality dimensions. Recently, feedback software has been developed by the IQAC of Bahona College jointly with the firm Corex, Guwahati which can be availed online. This is an allround feedback mechanism as it encompasses as large as 162 indicators covering teachers' quality, campus facility, classroom amenities, curricular aspects, administrating system, internal evaluation system, support system etc. Apart from students' it also keeps provisions to gather feedback information from parents and teachers. Now IQAC of Bahona College gather feedback information for each semester duration and preparing a report submit it to the authority. The authority of the college takes necessary steps on the basis of this report. In this online system there are two provisions of preparing the report. One report is autogenerated by the software and other is prepared by IQAC particularly for teachers' quality on 21 aspects. This system lacks gathering feedback from alumni and now planning to add it from next semester session. There is also a parallel provision of gathering feedback from the students. This is related to students' grievance redressal. IQAC of Bahona College has a cell of students' grievance redressal under it and keeps five provisions open to place redressal appeal - drop box, email, whats app messaging, submitting application directly to the principal and organizing six monthly session for open discussion.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Nill	175	265	215
BSc	Nill	190	472	209
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	424	Nill	39	Nill	Nill

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	Numberof smart classrooms	E-resources and techniques used
39	32	22	10	Nill	2
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The under graduate students of the college are taken under the care of mentoring in different ways. They are group mentoring, whatsapp mentoring and mentoring over phone. In each department students are grouped among the faculties on the basis of lottery. Each group is heard in person once in a week, the time is framed by the mentor himself/herself under whom it is assigned. WhatsApp mentoring and mentoring over phone are common to the faculties at departmental level. Formerly mentoring register was maintained departmentally on the basis of which a six month mentoring report was prepared and was submitted to the IQAC. Recently this provision has been replaced by six monthly Students' College Diary where the students need to record all types of mentoring time to time. After submission of the diary to the department the IQAC plans to make a survey on the mentoring services performed by the departments and a six monthly report is expected to be prepared to have reflection on its strength and weaknesses.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
424	39	1:11

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
58	39	19	Nil	16

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised 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
2018	No	Associate Professor	Not applicable
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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

Programme Name	Programme 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	404	2018	30/05/2018	16/07/2019
BSc	404	2018	30/05/2018	16/07/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college makes continuous evaluation on the basis of guidelines given by the parent institute, Dibrugarh University. There are three (3) components in continuous evaluation – Group Discussion/Seminar, Sessional Examination Attendance. In case of group discussion seminar presentation the departments have autonomy to design perform them. But the evaluation format is same for all the departments given by the IQAC. Generally group discussion is resorted in 1st 2nd semester and both group discussion and seminar presentation in 3rd to 6th semester. To make the continuous evaluation better in quality the Academic

Development Cell under IQAC organizes interdepartmental seminar in every semester. As so far attendance and sessional examinations are concerned rules here are followed given by the University Guidelines. Most of the departments have own incentive mechanism to make the attendance quality better. These are the provisions followed in this college for last two years. There is no reform here during the year for which this report is being prepared.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Dates Events/Activities 2nd May to 30th May, 2018 End Semester Examination of BA/B.Sc Program 10th May, 2018 Result of H.S 1st Year Exam, 2018 30th May, 2018 Notification to students of B.A/B.Sc 3rd 5th Semester for commencement of H.S 2nd year, 2018 11th May, 2018 Commencement of H.S 2nd Year (Arts Science) Classes. 1st to 14th June, 2018 Admission notice and competition of the admission process, departmental sitting, HOD's sitting, Selection of students in B.A/B.Sc 1st semester and HS 1st Year. 1st June, 2018 Commencement of the B.A/B.Sc 3rd 5th semester Classes. 15th June, 2018 Commencement of the B.A/B.Sc 1st Semester Classes and HS 1st year classes. 1st June to 10th June, 2018 Preparation of College class routine, Notification of course plan/departmental class routine in general notice board college concerned departmental notice board. 21st June to 26th June, 2018 Observation of departmental freshmen social. 28th June, 2018 Observation of Freshmen social in the college. 2nd July to 31st July, 2018 Mid semester vacation for the teaching staff. 15th July, 2018 Observation of College Foundation day. 15th August, 2018 Observation of Independence Day 16th August, 2018 Students' Union Election in the college 23rd Aug to 29th Aug, 2018 1st Sessional Examination of B.A/B.Sc Program. 10th August, 2018 Tiruba Tithi of Sri Sri Sankardeva 30th August, 2018 Tiruba Tithi of Sri Sri Madhabdeva 5th September, 2018 Observation of Teachers' Day 8th Oct 13th Oct, 2018 2nd Sessional Examination of BA/B.Sc Program Unit Test for HS Classes. 14th Jan to 19th Jan, 2019 HS 2nd Year Test Examination. 26th Feb to 28th Feb, 2019 College Week. 23rd April, 2019 Interdepartmental Students' Seminar.

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)

https://bahonacollege.datafile.online/UploadFiles/Documents/ProfileLgoin/BAHCOL_Download_Program_Outcomes_2.6.1_.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
404	BA	Nill	114	90	78.94
404	BSc	Nill	116	86	74.13
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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)

https://bahonacollege.datafile.online/UploadFiles/Documents/ProfileLgoin/BAHCOL_Download_SSS_report_2018-19_2.7.1_.pdf

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 year
Any Other (Specify)	1	Govt of India, Ministry of Science Technology	553000	553000
Minor Projects	2	UGC	240000	52000

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Workshop on How to write Seminar Papers	IQAC	18/08/2018
Interdepartmental Seminar	Academic Development Cell	11/03/2019
Two days workshop on Entrepreneurial Development and Employability through mobile and digital photography	Community College	04/01/2019
One day workshop on Entrepreneurial Development through vermiculture	Community College	18/01/2019
One day Bioinformatics workshop and training program on Biological Database and Sequence Analysis	Department of Botany	02/03/2019
Interdepartmental Students Seminar	Academic Development Cell	15/09/2018
Five days workshop on Jyoti Sangeet, Rabha Sangeet Parbati Prasad Baruah Sangeet	Cultural Development Cell	11/12/2018

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No	No	Not Applicable	30/06/2019	Not applicable

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation	Name	Sponsored By	Name of the	Nature of Start-	Date of
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Center			Start-up	up	Commencement
No	Not applicable	Not applicable	Not applicable	Not applicable	30/06/2019
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No	Null

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	English	2	0
National	Assamese	6	0
National	Political Science	4	0
National	Physics	1	0
International	Mathematics	3	0
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
English	1
Economics	6
Political Science	4
Botany	2
Education	1
Assamese	1
Physics	2
Mathematics	3
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Some applications of similarities of soft sets.	Manash Jyoti Borah	Journal of intelligent Fuzzy systems	2018	2	Bahona College	1

Some operators interval values hesitant fuzzy soft sets	Manash Jyoti Borah	Afrika Matematika	2018	1	Bahona College	1
Synthesis and characterization of nanocrystalline Cd _{1-x} Zn _x S thin films by chemical bath deposition (CBD) method	Sumbit Chaliha	AIP Conference Proceedings	2019	0	Bahona College	Nil
Optical properties of PVA capped nanocrystalline Cd _{1-x} Zn _x S thin film synthesized by chemical bath deposition technique	Sumbit Chaliha	AIP Conference Proceedings	2018	0	Bahona College	Nil
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Some applications of similarity of soft sets	M. J. Borah	Journal of Intelligent and Fuzzy Systems	2018	2	1	Bahona College
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	4	2	Nil	Nil

Presented papers	1	2	Nil	Nil
Resource persons	4	1	7	1
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Free Eye Screening Camp	Health Care Center in collaboration with Lions Club Eye Hospital	3	20
Celebration of National Science Day	Assam Science Society, Bahona Branch in collaboration with Department of Botany, Bahona College	15	150
Election Awareness Programme	NSS, Bahona College	2	240
Workshop on Swach Bharat Mission	NSS, Bahona College in collaboration with Jorhat District Swacch Bharat Mission Management Committee	4	18
Integrated Education Campaign on Road Safety	NSS, Bahona College in collaboration with Jorhat District Transport Office	6	70
Workshop for releasing Big Tobacco Tiny Targets study	Health Care Center in Collaboration with Consumers Legal Protection Forum. Guwahati	5	65
Celebration of Fifth Yoga Day	NSS, NCC Health Care Center, Bahona College	12	90
Celebration of World Earth Day	NSS, Bahona College in collaboration with Eco Club	4	125
Celebration of	Assam Science	10	98

Environment Day	Society, Bahona Branch in collaboration with Eco Club		
Blood Donation Camp	NSS and NCC in collaboration with Health Care Center Teachers Unit of Bahona College	6	40
Interdepartmental Seminar on Infotainment entertainment industry in India	Academic Development Cell in collaboration with NSS	5	150
Two days Workshop on entrepreneurial development and employability through mobile and digital photography	Community College and Extension Cell	4	60
One day workshop on Entrepreneurial development through vermiculture	Community College and Extension Cell	5	62
Outreach Camp for All round Cleanliness for healthy livings	NSS in collaborated with local gaon panchayat	4	10
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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	Number of students Benefited
No	No	Not applicable	Nil
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
27th National Science Congress	Community Extension Cell. Bahona College	District level workshop	4	30
World Environment Day, 2018	Community Extension Cell and NSS, Bahona College	Cleanliness	3	15
World Environment Day	Eco Club and Assam Science Society, Bahona Branch	Plantation	3	20

Bahona College Outreach Programme	Community Extension Cell, Bahona College	Promoting Science Education	5	10
NSS Special Camp	NSS, Bahona College	Life and Livelihood Training	8	50
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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
Syllabus Oriented Project Work	62	Self	6
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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	Duration To	Participant
Industry Partnership	Printing Technology	Unika Prakashan, M.G Road, Jorhat, Assam, Pin785001	01/01/2018	31/12/2019	30
Industry Partner	Civil Consturction Supervisor	ROOD Const ruction, Jorhat, Assam	01/01/2018	31/12/2019	30
Research Institute	Laboratory Services	Assam Agriculture University	01/01/2018	31/12/2019	15
Research Institute	Laboratory Services	Tocklai Tea Research Institute, Jorhat	01/01/2018	31/12/2019	20
Research Institute	Laboratory Services	North East Institute of Science and Technology	01/01/2018	31/12/2019	20
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
--------------	--------------------	--------------------	---

YEEMEN YOGA	12/12/2018	Physical Education	40
Corexx, Guwahati, Assam	12/07/2018	Online Services	850
HDFC, Torajan, Jorhat	12/06/2019	Online Transactions	850
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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
11959535	11794223

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Newly Added
Seminar Halls	Newly Added
Classrooms with LCD facilities	Newly Added
Seminar halls with ICT facilities	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
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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	2009

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	29676	5935200	741	333788	30417	6268988
Reference Books	2583	774900	Nil	Nil	2583	774900
Journals	14	52820	Nil	Nil	14	52820
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional

(Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No	Not applicable	Not applicable	30/06/2019
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	102	3	9	2	5	15	13	8	5
Added	8	0	21	0	0	1	0	0	0
Total	110	3	30	2	5	16	13	8	5

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

8 MBPS/ GBPS

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
Rofique Ahmed (Economics Course Materials))	https://www.youtube.com/channel/UCjsMZumlIZ33WebfL0_TY1g
Jilingani Empowering U around	https://www.youtube.com/channel/UCOjOt0wbtu72PXjdpkIGDLQ

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
1117000	1116803	551000	550138

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)

Procedures and Policies for Maintaining, Utilizing Physical Academic Support Facilities Short Descriptions Science Laboratories Science laboratories are utilized as per daily class routine and as per the need researchers. They are maintained under the charge respective departments. Any physical lapses of laboratories are met by the college authority on receiving requisitions from the HODs. Library There is a Library Committee to work for better utilization and maintenance of the library. Software is used for library management. There are also departmental library in each department working as a branch central library. One part of its books are lent from the central library and other is collected by the department. Indoor Stadium Gym A faculty incharge is there to handle the use of the indoor stadium and it is maintained as per requisition

made by the incharge when and where necessary. After college hour, it has been used in private partnership with an MOU. Digital classrooms There are seven digital rooms of which four are mainly used as classrooms and maintenance responsibility have been assigned to four departments. Any requirement there is met by the authority on the basis of application made by HODs of those departments. Rest three is used for dual purpose - class and conference and their use and maintenance responsibility have been assigned to college office. An allotment register is maintained for proper use of these digital rooms. General classrooms There are 70 nondigital classrooms utilization of which are made as per daily class routine and maintenance responsibility of them is assigned to college office. There are provisions of annual repairing and painting when and where necessary. Conference Halls There are three conference halls and their use and maintenance responsibility have been assigned to college office. An allotment register is maintained for proper use of these conference halls. Canteen Building There is a separate management committee to look after the use and maintenance of the canteen building. The canteen is kept open in office hours during working days. There is separate sitting arrangement for employees and students here. Any physical lapse of the canteen is met on the basis of requisition made by the canteen management committee. Auditorium College auditorium is used for general meetings, large gatherings, students' assembly, cultural programmes, and other special occasions such as to organize drama training and workshop, mass yoga session etc. This is looked after by the college office as so far maintenance part is concerned. Computers There are more than 100 desk top computers, of which 60 are in three computer laboratories 5 in library, 12 in departments, 5 in college office. There are also 5 laptops used for office work and digital classes and in seminar and workshops when and wherever are necessary. Computer labs are run under the responsibility of respective departments. Any lapse there is met on the basis of requisition from the HOD of those departments. For other desktops and laptops there is user responsibility. There is also provision of AMC for the desktops.

https://bahonacollege.datafile.online/UploadFiles/Documents/ProfileLgoin/BAHCOL_Download_4.4.2_Procedures_and_Policies_of_Resource_Maintenance_and_Utilization.pdf

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	College Merit Scholarship	10	24000
Financial Support from Other Sources			
a) National	IshanUday scholarship	12	648000
b) International	0	Nil	0

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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
Two days training program on Mushroom Cultivation	24/01/2019	52	Department of Botany

INSA Remote Lecture	29/01/2019	40	Department of Mathematics
One day Biobioinformatics Workshop	02/03/2019	30	BioTech Hub, Department of Botany
Election Awareness Program	13/03/2019	500	NSS, Bahona College
Interaction Program Youth for value based education	14/03/2019	65	NSS, Bahona College
Career Counselling Program on Job Opportunities	19/03/2019	80	Placement Cell
One day workshop on preparation of MS Powerpoint presentation and reference writing for seminars	18/03/2019	75	Research and Consultancy Committee
Interview Skills development program	26/03/2019	55	Placement Cell
Integrated Education Campaign on Road Safety	27/03/2019	70	District Transport Office and NSS
Mentoring	01/08/2019	800	Bahona College Departments
Students Assembly	01/07/2019	850	Academic Development Cell
Bridge Course in Computer	01/08/2019	10	Academic Development Cell
Yoga Education	21/06/2019	55	NSS, NCC, Health Care Center
Orientation and training program for competitive examination	02/07/2018	60	Placement Cell, Bahona College
Workshop on writing seminar paper	18/08/2018	70	Academic Development Cell
Orientation Program for students on Employment opportunities under Staff Selection Commission	22/09/2018	45	Placement Cell
Interdepartmental seminar among Arts and Science Streams	15/09/2018	36	Academic Development Cell

Five days workshop on Jyoti Sangeet, Rabha Sangeet and Parbati Prasad Baruah Sangeet	02/03/2019	22	Cultural Development Cell
Two days workshop on Entrepreneurial Development and Employability through Mobile and Digital Photography	04/01/2019	35	Community College under Bahona College
One day workshop on Entrepreneurial Development through Vermiculture	18/01/2019	32	Community College under Bahona College
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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 for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Motivation and training programme for competitive examinations	12	48	4	1
2019	Job opportunities in CRPF etc.	Nil	48	7	3
2019	Career Counselling Programme on Job Opportunities	Nil	73	12	2
2019	Career Profiling Workshop (Skill Development Training Programme)	Nil	35	Nil	Nil
2019	Entrepreneurial Development and employability through digital	Nil	19	Nil	Nil

	photography				
2019	Interview Skill Development Programme	5	25	2	1
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
5	5	15

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
Lipi Offset	8	1	ICE(Computer Institute)	5	1
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	83	BA	ASSAMESE	DU and Distance Education	MA in Assamese
2018	67	BA	English	DU, Women's University, Tezpur University	MA in English
2018	30	BA	Education	DU, Distance Education and B.ed College	MA in Education, B.ed
2018	75	BA and B.Sc	Economics	DU, Women's University, DKD College, Cotton State University	Masters in Economics, Mass Comm and D.El.Ed
2018	75	BA	HIStory	DU and Distance Education	MA in History
2018	57	BA	Political	DU and	MA in Pol.

			Science	Distance Education	Sc and Law
2018	75	B.Sc	Botany	DU, GU and Assam University	M.Sc in Botany
2018	52	B.Sc	Chemistry	DU, GU, TU and Assam University	M.Sc in Chemistry
2018	77	B.Sc	Mathematics	DU, GU, TU and Assam University	M.Sc
2018	40	B.Sc	Physics	DU, GU, TU and Assam University	M.Sc and Engineering
2018	100	B.Sc	Statistics	DU and Assam University	M.SC
2018	88	B.Sc	Zoology	DU, GU, TU and Assam University	M.SC
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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)

Items	Number of students selected/ qualifying
Any Other	1
NET	2
SLET	1
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Independence day special competition, Quiz, Art, Dance and music	College	25
Music and literary competition on the death anniversary of Dr. Bhupen Hazarika	College	32
25th Jatiya Swahid Memorial all Assam inter college debating competition	State	30
Science Quiz Competition	College	45
Poster and Drawing Competition	College	35
Interdepartmental Seminar Competition	College	28

Quiz Competition	College	36
Quiz and Music Competition	College	45
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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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	No	National	Nil	Nil	0	Not applicable
2019	No	National	Nil	Nil	0	Not applicable
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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 comprising of The President, the vicepresident, General Secretary along with ten Secretaries of different fields. The Students Union of the college performed the following activities during the year - 1. Performing Street Plays for social awareness. 2. Distribution of books to needy and meritorious students. 3. Initiating Students' Insurance Scheme from this year. 4. Organizing Workshop on Drama, Music and Dance during vacations. 5. Making representation of the college in Dibrugarh University Youth Festival organized at Sorupathar College. 6. Making representation of Students' from the college to participate different outside events. 7. Performing the College Week for students' extracurricular development. 8. Making collaboration with NSS, NCC and Community Extension Cell in certain social welfare programmes. 9. Organizing weekly bicycle rallies for environmental awareness. 10. Organizing Annual Cultural Possession in relation to College week. 11. The Students' Union also contributes much in grievance redressal of students. 12. This Union also helps the authority in maintaining rules regulations in college campus. 13. The Students' Union plays a major role in maintaining discipline and order particularly in special programmes organized within the college campus. In Bahona College, Students' Union is given due involvement in its administrative and qualitative mechanism. Their involvement is shown below - Committee/Cell Portfolio 1. Internal Quality Assurance Cell General Secretary 2. Academic Development Cell Debating Secretary Magazine Secretary 3. Placement Cell General Secretary 4. Community Extension Cell General Secretary One student from 3rd Sem 5. Students' Support Progression Boy's Common Room Secty. 6. Budget Resource Management Committee General Secretary 7. Sports Development Cell Outdoor Games Secty. Indoor Games Secty. 8. Cultural Development Cell Music Secty. One student from 3rd Sem 9. Committee on Students' Grievance Redressal Girls' Common Room Secty. General Secretary

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

525

5.4.3 – Alumni contribution during the year (in Rupees) :

16000

5.4.4 – Meetings/activities organized by Alumni Association :

1

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)

Two practices of decentralization and participative management. 1. Academic Administration - There are two system of academic development - one directly under principal and other indirectly under principal through IQAC of the college. The principal assigns academic duty to the viceprincipal to look after the day to day transaction of teaching and learning on the basis of daily routine. The principal also decentralizes academic administration by appointing head of the department in each department. The heads of the department manage all the departmental level academic transactions and keep themselves answerable to the principal. There is also an examination committee appointed by the principal to make policy and work for both insemester and endsemester evaluation. Under IQAC there is Academic Development Cell to work for quality development of academic transactions. The activities performed by the Academic Development Cell are - • Preparing Prospectus and academic Calendar. • Preparing daily routine. • Organizing Students' enrichment programmes such as workshop on seminar presentation, group discussion etc. • Arranging Students' Assembly • Reviewing departmental Academic Calendar • Reviewing records of department level Students' Progressions. • Providing needbased bridge course on computer Science. • Designing and reviewing internal evaluation process. • Preparing inputoutput analysis. • Formulating and monitoring Students' mentoring. This committee consists of two joint conveners and seven members and is answerable to the principal through the coordinator of IQAC. 2. Financial Administration - Decentralization in utilizing finance is done as per state government rules and provisions. Utilization of finance is made on the basis of availability of fund. Governing Body is the decisive authority in approving fund release and utilization. The Principal is the drawing and disbursing authority to work on behalf of the Governing Body. With due approval from the Principal price quotation or tender is called from the party on the basis of requisition placed by any branch of the college. There is a purchase committee to scrutinize quotation/tender and thus the party is selected. Order is issued to the selected party. After receiving the supply it is entered in stock register by one of the office employees, to whom the duty is assigned. The principal certifies the utilization of materials. The superintendent verifies all the records and put approval order on the bill and the cheque is prepared. After making signature on the cheque and bill by the principal the cheque is released. Thus the financial utilization goes through a decentralized way. In case of building construction and renovation project specific construction committee is formed. The process of financial utilization gets started only after the approval of the project by the construction committee.

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

No

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
<p>Human Resource Management</p>	<ul style="list-style-type: none"> • The routine and prospectus committee in coordination with the committee of infrastructure and learning resources takes action for maximization of the use of human resources. • There is also Employees Development Cell to look after the matter of inservice human resource development of both faculties and office staff. • There are two layers of management - one directly under principal and another directly under IQAC. The first type of management consists of Eight (8) committees. They are purchase committee, construction committee, examination committee, Academic environment protection committee, tobacco control cell, antiragging committee, BudgetAudit Committee and Internal complaint committee. In the second type of management consists of thirteen (13) committees under IQAC namely - Academic Development Cell, Committee on curricular aspects, Committee on research Consultancy, Placement and Counselling cell, Community Extension Cell, Committee on students support Progression, Health Care Centre, Budget Resource management Committee, Sports Development Cell, Cultural Development Cell, Employee grievance Redrassal Cell and Students' Grievance Redrassal Cell. • The administrative management runs directly under principal where as the qualitative management runs through the IQAC coordinator subject to approval of college authority.
<p>Teaching and Learning</p>	<p>For quality development in teaching, learning and evaluation there is Academic Development Cell under IQAC. The cell performs the following activities -</p> <ul style="list-style-type: none"> • Preparing Prospectus and academic Calendar. • Preparing daily routine. • Organizing Students' enrichment programmes such as workshop on seminar presentation, group discussion etc. • Arranging Students' Assembly • Reviewing departmental Academic Calendar • Reviewing records of department level Students' Progressions. • Providing needbased bridge course on computer Science. • Designing and reviewing internal evaluation process. • Preparing

input/output analysis. • Formulating and monitoring Students' mentoring.

Industry Interaction / Collaboration

• There are eight industry/farm level tieups in relation to skill based courses • There are approval from two Research Center (Toklai Tea Research Institute Assam Agricultural University for helping science education and research in the college.

Admission of Students

• Admission notice is advertised in local dailies • College Prospectus containing all the required information is distributed. • Website notice is displayed • In admission form 1st, 2nd and 3rd - these three options are kept open in offering a subject as major. Both personal interest of students, their calibre in HS result and in entrance test or viva voce and also the state govt. norms of reservation are examined and on the basis of this a comparative statement is prepared when going to make major selection by respective departments. • Online admission is under trial in the part of readmission which will be extended to fresh admission next year.

Curriculum Development

The college is affiliated one under Dibrugarh University. So, it does not have autonomy either to design curricular or to develop it. The college just adopts the curriculum prepared by the parent university. However, there are five facilities participating in the Board of Study meeting of the parent university as invitee/members when curriculum of CBCS was introduced. After notification of CBCS curriculum, that has been introduced this year, the Teachers' Unit of this college organized a workshop to orient themselves to the CBCS curriculum. The college enjoys autonomy in preparing hands on skill courses. Thus Core courses are running in the college with its own curriculum. They are Computer Based Printing, Mushroom Culture, Printing Technology and Civil Construction Supervisor.

Examination and Evaluation

There are two systems to deal with the examination and evaluation of the college. The Academic Development Cell formulates policies on internal assessment and monitor the same. Apart from this there is an examination committee to formulate policies to run

	<p>the endsemester related external evaluations. The principal of the college calls sitting of this committee when required and decisions are taken regarding the operations of the examinations ahead and also to decide criteria of evaluation so far as internal examinations are concerned. This committee also decides cutoff mark in internal examinations.</p>
<p>Research and Development</p>	<ul style="list-style-type: none"> • There is Research and Consultancy Committee to promote research environment in the College • This committee takes measures on development, monitoring and screening research projects and also takes steps for increasing research aptitude of the students. This committee also time time organizes students enrichment programmes such as workshop on seminar paper preparation, Power Point Presentation, Orientation to Group Discussion etc.
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<ul style="list-style-type: none"> • There is a committee of infrastructure and learning resources under IQAC to work for infrastructure management including library • There is also library committee under the principal for the library service development and management • There are four digital room to avail ICT facilities • There is also Network Resource Centres having internet connectivity for both students and faculties. • Incentive measures are taken in terms of best user award and best reader in library award by the library committee to increase the use of library.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
<p>Student Admission and Support</p>	<p>Admission process for regular students in the different semesters is done by online mode, but for fresh admission in 1st semester, both online and offline mode are provided.</p>

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

2018	No	Not Applicable	Not Applicable	Nil
2019	No	Not Applicable	Not Applicable	Nil
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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 organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	One day workshop on Mental Health in a changing world	One day workshop on Mental Health in a changing world	15/03/2019	15/03/2019	35	10
2019	Symposium on implementation of Choice Based Credit System	Symposium on implementation of Choice Based Credit System	20/03/2019	20/03/2019	40	12
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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	From Date	To date	Duration
Refresher Course	2	08/11/2018	21/11/2018	14
Short Term Course	3	30/10/2018	05/11/2019	6
Short Term Course	1	07/01/2019	12/01/2019	6
Short Term Course	1	22/04/2019	27/04/2019	6
Short Term Course	1	25/03/2019	30/03/2019	6
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time

Nil	Nil	Nil	Nil
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6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Bahona College Karmochari sansay aru rindaan samabai samiti, Bahona College Teachers Unit	Bahona College Karmochari Gut	Students Benefit Fund, Students Insurance Scheme, Merit Cum Mean Scholarship under different schemes, Sopan The ledder, Pre Studentship for BPL Families, Health Care Cell etc.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The college office maintains financial provisions as per state government rule. As such it keeps financial records in different registers, cashbooks, ledgers and voucher files. On the basis of these records the college needs to face two types of audits. One is internal and the other is external. The provisions of internal audit are managed by the governing body of the college. The external audit is made by state governments audit department. Internal Audit has been conducted regularly in every year. But the external audit is not regular. It is time to time done by the government as per its agenda. The last external audit was done in the year 201516.

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/ Grnats received in Rs.	Purpose
MLA Fund, Donation, Donation,ONGC	3602880	Electrification, Infrastructure, Boys Hostel,
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6.4.3 – Total corpus fund generated

3602880

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	Nil	Nil	Yes	Academic Development Cell
Administrative	Nil	Nil	Yes	Nil

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

In this college, up to this date, ParentTeacher Association is there at Departmental level. Meeting of Parent Teacher Association is organized once in each department during a semester period. On the basis of discussions made in these meetings, the department develop their curricular transactions and mentoring provisions.

6.5.3 – Development programmes for support staff (at least three)

1. Personal level counselling for development. 2. Faculty counselling to support staff when and where required. 3. Providing leave, TA and DA to attend in service training. 4. Occasional cash support to nonpermanent support staff

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

1. Increasing number of classrooms. 2. Developing digital classrooms. 3. Developing Campus. 4. Increasing provisions of rain water harvesting. 5. Installing garbage management unit in girls' Hostel. 6. Introducing Teachers' and Students' Diary. 7. Introducing online students' feedback mechanism. 8. Initiating online competition through face book. 9. Dissemination through youtube. 10. Adoption of three new villages under community care. 11. Constructing Boys' Hostel. 12. Constructing new canteen building. 13. Opening a new computer lab. 14. Constructing science building for class room and laboratories. 15. Initiating weekly assembly of students and employees.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
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 IQAC	Duration From	Duration To	Number of participants
2018	Workshop on Journalism and Mass Communication as profession.	09/01/2018	05/03/2018	06/03/2018	70
2018	Interdepartmental Students Seminar	26/02/2018	22/03/2018	22/03/2018	45
2018	Orientation and Training Programme on Competitive examination	10/05/2019	02/07/2018	07/07/2018	60
2018	Workshop on Music	25/10/2018	11/12/2018	15/12/2018	32
2019	Workshop on Entrepreneurial Development and employability	23/11/2018	04/01/2019	05/01/2019	46
2019	Faculty Development	15/04/2019	22/07/2019	27/07/2019	32

Programme

No file uploaded.

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	Period To	Number of Participants	
			Female	Male
Assembly talk on gender equity	14/03/2019	14/03/2019	300	200
Postering on Gender Equity	10/09/2018	15/09/2018	10	8

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

Following activities have been performed in the college in order to have environmental consciousness and sustainability. 1. Greenery of the campus has been maintained along the years. 2. Provisions of rain water harvesting attached along with newly constructed buildings. 3. Solar energy is being partly harnessed. 4. Garbage management provisions have been installed in hostel. 5. Cleanliness in the campus maintained with students' involvement through NSS and NCC. 6. There exists wellplanned drainage system in college campus which helps to avoid waterlogging in rainy days. 7. World forest day is observed in the college with direct involvement of students. 8. Bio garbage management provisions have been developed at Girls' hostel. 9. The college hosts Assam Science Society, Bahona Branch which involves students in environmental activities. 10. There are also vermincompost plant and mushroom culture to introduce students with sustainable farming provisions.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	8
Ramp/Rails	Yes	2
Rest Rooms	Yes	18

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	18/01/2019	7	NSS Camp	livelihood	59

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Students Assembly	13/09/2018	<p>Students' Assembly is held on every Thursday in a week. Here all the students and employees make gathering in the auditorium of the college. The principal of the college address the gathering at first. He also announces the important notice and recognizes performance of employees and students.</p> <p>Next, a faculty of a department selected by lottery address the students by presenting a motivational speech. Lastly a student of the selected department puts a short speech on the important news of previous week. This programme is managed by the IQAC of the college and duration is 15 to 20 minutes.</p>
Work Diary for teachers	01/06/2019	<p>Teachers diary has been initiated with an objective to make academic transaction more systematic and recorded. Teachers are to note all the activities during office hour in the diary. Every Saturday all the teachers need to submit the filled diary to Principals office. Principal checks the diaries and put signature with comment if required. Thus, introduction of diary seems to increase work intensity and regularities of the faculties.</p>
Work Diary for Head of the Departments	03/06/2019	<p>HODs diary is meant to record all the day to day activities of the department along with class attendance. This diary is also checked by the principal every Saturday. HODs diary</p>

increases departmental liability to academic transactions of the department.

Students Daily Diary

17/06/2019

Students diary has been introduced with the objective to increase attendance responsibility of the students having observation of both head of the departments and parents. Recording of daily activities in the college seems to induce the students to channelize idle hours to useful ones. This diary also helps the parents/guardians concerned with their kids daily academic agenda. At the same time, students diary helps to monitor the students in college hours and helps to record mentoring provisions. Students need to check and get signed this diary by faculties of the department and submit it totally at the end of the semester. Thus collection of diaries by IQAC supplies data to examine the plus and minus of academic transaction of the college.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Assembly Talk	01/06/2019	10/09/2019	1100
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. A botanical garden is maintained in the campus. 2. Fresh plantation has been done for the beautification of the campus. 3. Greenery is maintained in the campus. 4. Provisions of rain water harvesting has been added in new construction site. 5. A garbage management unit has been installed in Girls hostel. 6. Solar energy units have been installed in the campus. 7. The campus has been declared as tobacco free zone. 8. Regular cleanliness is maintained by volunteers of NSS.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1: Since the first assessment of the institute by the NAAC in

2003, it has experienced the needs of the Students' Feedback on teachers to increase the institutional responsibility of both students and teachers. Now the institution seriously feels that Students' Feedback on teacher makes the teachinglearning process more students centric. It is also a process of selfevaluation and selfcorrection. Now it has become a part and parallel of the institute. To make it more scientific, an analysis mechanism developed, where in one index was formed on the basis of a formula used internationally. Required information is collected on the basis of a well designed questionnaire. Formerly, information was collected only from 5th and 6th semester students. Since last year a holistic approach of feedback mechanism based on online. A software has been designed collaborated with a private firm, Corex, Guwahati. On the basis of this software students feedback information is collected not only on teachers but also on campus amenities, evaluation system, course structure, infrastructural facilities etc. At present, sixmonthly feedback report is prepared regularly. Best Practice 2 : Higher educational institute can not keep its eyes closed to its responsibility and impact in the neighbouring locality. Bahona college is itself situated at a flood prone interior locality on the bank of the river Brahmaputra, where a good percentage of the community consists of SC, ST and minority people affected by socioeconomic and environmental issues. The college considers the social odds of this locality as chance to treat it as practical book both for students and faculties. Making involvement in community programmes, students are oriented with the social issues to have practical knowledge there on For faculties, social issues are subjects of research study and consultancy. Community service is road maker. This community service is both ends and means for the institutions, so far as research, study and development are considered. Community service now becomes an identity of the College in its surrounding localities. There are 7 adopted villages under community care scheme and the outreach programmes are performed in these villages. Community care has been internalized for this college.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

https://bahonacollege.datafile.online/UploadFiles/Documents/ProfileLgoin/BAHCOL_Download_Two_Best_Practices_7.2.1.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Bahona College was established on 15th July, 1966. It was a initiative of local social workers. The motto behind was to provide opportunity of higher education to those rural youths who were unable to afford the cost of higher education in distant town and cities. Rural development was implicit in this motto. Starting with sixty students with less than ten faculties in arts stream, it has now enriched to enroll more than 1000 students with the strength of 54 faculties and 26 nonteaching staff. In December 2003, the college was assessed by NAAC Peer Team and awarded with 'B' grade. At that point, the college community conceptualized that higher educational institute should not only concentrate to impart higher education, it should also have spillover effect in the locality at which it has been born and brought up. This role is specially to play by the colleges situated at interior rural area. Bahona College is situated by the bank of the Brahmaputra, nearly 9 km northeast of Jorhat city. The feeding locality of this college is flood prone, mananimal conflict affected and majority portion inhabited by SC and ST. On this background, after the first assessment of NAAC the college community made rural development as an explicit motto of higher education in Bahona College. Since then the college community is emphasizing on spillover effect of higher education in neighbourhood. To bring the motto into reality, they have linked almost all the college

programmes with rural development. This effort now has resulted "Rural Development" as distinctive feature of Bahona College. This distinctiveness is evident in six aspects 1. Enrolment. 2. Research ambient 3. Extension Services 4. Support Schemes 5. Consultancy and Collaboration. 6. Seminar Workshop At present the college gets enrollment of 90 students coming from interior rural areas, of which 25 is scheduled Caste and Scheduled Tribe. To this date, since 2003, the college has accomplished 2 Major research projects, 21 Minor research projects. 95 of which are related to rural development. The faculty of the college accomplishes 10 P.hd works on rural issues. The college accomplishes two types extension services academic and community. In academic extension, since 2003 it has completed 5 no career orientation courses, 3 no self financed courses. All were to make benefit rural mass. So far as community extension is concerned, during last 16 years, the college has organized 8 Programmes in seven adopted villages along with 15 no programmes to serve the surrounding rural people irrespective of adopted villages. The college has its own support schemes to make benefit the students getting enrolment from rural area. The teacher unit has a scheme named as 'Sopan the ladder' to offer cash benefit to rural meritorious but poor students. Moreover the college distributes scholarships on average 15 students per year under the banner of different schemes. The college also has collaboration with 8 parties to work for rural mass. At the same time it provides consultancy services to rural people in 10 aspects.

Provide the weblink of the institution

https://bahonacollege.datafile.online/UploadFiles/Documents/ProfileLgoin/BAHCOL_Download_Rural_Development_7.3.1.pdf

8.Future Plans of Actions for Next Academic Year

Future Plan of Action Session 201920 Bahona College Major actions 1. Academic and curricular development 2. Students' enrichment 3. Students' research initiatives 4. Employees' development 5. Effort for the optimization of resource use 6. Infrastructural development 7. Students' support and progression 8. Extension/community development 9. Developing quality governance 10. Innovative and healthy practices Action plans in details 1. Academic and curricular development (a) Implementing CBCS system in undergraduate programmes (b) Increasing digital curricular transactions (c) Continuing academic audit (d) Introducing additional academic programmes (e) Organizing programmes for academic enrichment 2. Students' enrichment (a) Continuing students' enrichment practices already internalized in the institute (b) Increasing orientation to the students regarding different issues (c) Increasing assembly session to get exposure of students and employees (d) Organizing two interdepartmental and one intercollege seminar (e) Certifying hidden digital skill of students 3. Students' research (a) Continuing field survey and project preparation in regular manner (b) Organizing workshop on seminar paper preparation and presentation (c) Dissemination of students' research through publication (d) Increasing research journal and reference book in library and departments (e) Organizing national/state level seminar allowing students' participation 4. Employees' development (a) Organizing at least two workshop for faculty development (b) Organizing at least one seminar for the development of nonteaching staff (c) Organizing at least two national/regional/state level seminar for dissemination (d) Making the maintenance of faculty and HOD diary more effective (e) Promoting both teaching and nonteaching staff for career development 5. Effort in optimum resource use and infrastructural development (a) Preparation and activation of financial budget with a new format (b) Restructuring daily class allotment routine coped with CBCS newly introduced (c) Making up the shortage of human resources in all categories (d) Introducing new certificate/diploma courses for increasing use of computer labs (e) Increasing library strength (f) Enriching science laboratories 6. Effort in optimum resource use and infrastructural development (a) New

provisions for garbage management and energy supply (b) Renovation of old infrastructural set up (c) Increasing the number of digital class room (d) Renovating conference halls and systematization in their use (e) Opening up boys hostel (f) Completion of new arts building and extension of new science building

7. Students' supports and progression (a) Continuing and strengthening cash support provisions already practiced (b) Organizing programmes for placement and progression support both at college and departmental level (c) Organizing programmes for cocurricular and extracurricular activities (d) Strengthening mentoring support

8. Extension activities (a) Increasing activities in adopted villages (b) Continuing and strengthening activities under community extension cell (c) Making effort for introducing new courses of BVOC, B.Ed and P.G. (d) Increasing support/science popularization activities in neighbouring schools

9. Quality governance (a) Increasing CC camera coverage (b) Developing office and library management software (c) Provisions of diary maintenance by both faculties and students (d) More decentralization of governance

10. Innovative and healthy practices (a) Introducing competition programmes through social media (b) Provisions of diary maintenance (c) Increasing weekly assembly session (d) Garbage management and campus beautification