



INSTITUTIONAL ASSESSMENT AND ACCREDITATION (Effective from July 2017)

Accreditation - (Cycle -3)

PEER TEAM REPORT ON
INSTITUTIONAL ACCREDITATION OF
BAHONA COLLEGE
C-8378
Assam
Jorhat
785101

Section I:GENERAL INFORMATION

1.Name & Address of the institution:	BAHONA COLLEGE Jorhat Assam 785101
2.Year of Establishment	1966
3.Current Academic Activities at the Institution(Numbers):	
• Faculties/Schools:	2
• Departments/Centres:	12
• Programmes/Course offered:	396
• Permanent Faculty Members:	51
• Permanent Support Staff:	16
• Students:	859
4.Three major features in the institutional Context (As perceived by the Peer Team):	<ol style="list-style-type: none">1.1.The college caters to higher education needs of rural and poor students.2.2.There is congenial academic environment for all the stakeholders.3.3.The contribution of the Alumni towards infrastructure development of the college is significant.
5.Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure):	Visit Date From : 12-10-2022 Visit Date To : 13-10-2022
6.Composition of Peer Team which undertook the on site visit:	
Chairman:	Prof Srinibas Pathi

Member Co - ordinator:	Neeta Pandya
Member:	Pandhari Sagar
NAAC Co - ordinator:	Dr. Priya N

Section II: CRITERION WISE ANALYSIS

*Observations (Strengths and/or Weaknesses) on each qualitative metrices of the key Indicator under the respective criterion***(This will be a qualitative analysis of descriptive nature aimed at critical analysis presenting strength and weakness of HEI under each criteria)**

<i>Criterion1 - Curricular Aspects (Key Indicator and Qualitative Metrices(QIM) in Criterion1)</i>	
<i>1.1</i>	<i>Curricular Planning and Implementation</i>
1.1.1 QIM	The Institution ensures effective curriculum delivery through a well planned and documented process
1.1.2 QIM	The institution adheres to the academic calendar including for the conduct of CIE
<i>1.2</i>	<i>Academic Flexibility</i>
<i>1.3</i>	<i>Curriculum Enrichment</i>
1.3.1 QIM	Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum
<i>1.4</i>	<i>Feedback System</i>

Qualitative analysis of Criterion 1

The institution runs 12 bachelor's degree programs in Arts and Science. The College is affiliated to Dibrugarh University and implements the curriculum designed by the University. A well planned time scale is followed as per the academic calendar provided by the University. At college level, planning for completion of courses is done. An academic calendar carrying tentative schedule of year long activities is prepared in advance for the next academic session which is displayed on notice board for reference of the students and staff. It is also uploaded on the college website. Teaching plans are prepared according to the syllabus, at departmental level and execution of same is monitored by respective HoD. Teachers submit the syllabus completion reports in stipulated time. During Covid-19 period, Online classes were conducted using different virtual means. Student Satisfaction Survey is also conducted and reports are analyzed to take necessary action to make curriculum delivery more effective.

College follows the academic calendar issued by the University with inclusion of dates of events to be organized at college level. Guidelines of affiliating University are followed in conduct of Continuous Internal Evaluation (CIE). Dates of Internal Examinations, Seminars, Group Discussions, and Field Visits etc. are reflected in the academic calendar. End semester exams are held as per the exam schedule of the University. Academic Calendars of University as well as of the College are published in the college prospectus and are projected on the college website.

Institution integrates crosscutting issues relevant to Feminism, Gender, Women Education, Environment, Human Values, Leadership, Peace, Human Rights, and Professional Ethics etc. Science subjects like Botany and Zoology cover environmental issues like ecology, sustainability, biodiversity, pollution, global warming etc.

***Criterion2 - Teaching-learning and Evaluation
(Key Indicator and Qualitative Metrics(QIM) in Criterion2)***

2.1 Student Enrollment and Profile

2.2 Catering to Student Diversity

2.2.1 QIM	The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners
2.3	<i>Teaching- Learning Process</i>
2.3.1 QIM	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences
2.3.2 QIM	Teachers use ICT enabled tools for effective teaching-learning process.
2.4	<i>Teacher Profile and Quality</i>
2.5	<i>Evaluation Process and Reforms</i>
2.5.1 QIM	Mechanism of internal assessment is transparent and robust in terms of frequency and mode
2.5.2 QIM	Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient
2.6	<i>Student Performance and Learning Outcomes</i>
2.6.1 QIM	Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.
2.6.2 QIM	Attainment of programme outcomes and course outcomes are evaluated by the institution.
2.7	<i>Student Satisfaction Survey</i>

Qualitative analysis of Criterion 2

The institution assesses the learning levels of the students after admission. Different practices like Quiz, project work, seminars, group discussions, performance in class tests etc. determine the standards of the students. On the basis of these, students are identified as slow and advanced learners. Student specific strategies are devised and

implemented; special coaching, remedial classes, personal counseling through mentor – mentee system and interactive programs are some of the initiatives to support slow learners. Advanced learners are encouraged to explore additional reading materials, opt for project work, and field studies. Incentives are given to motivate the advance learners. Parents are updated about performance of the students.

To enhance learning process, different student centric methods are used such as field visits and field-based studies, trade fairs, entrepreneurship training ,annual college week etc., where students get chance to develop their potential and personality. Students are encouraged and assisted in pursuing project work by the teachers. This helps in expanding their aptitude. Students are benefitted by this practice. Students are actively involved in the publication of the college magazine, departmental magazines, hand written magazines, wall magazines and newsletters. To encourage inter-disciplinary learning, faculty exchange programs are conducted between different departments. MoUs have been signed with other institutions under which guest lectures are organized in the departments.

Classrooms are well equipped with ICT tools and are regularly used by teachers. Besides classroom teaching, online classes and tests have been conducted. Students are allowed to submit their assignments online which has helped students in upgrading their performance. Virtual platforms are created where interaction of students and teachers is fast .Some of the faculty members have developed e-learning content for the students. These contents are uploaded online and have helped students to supplement their classroom instructions. Internal assessment is done in accordance with the University policy .Evaluation is done on the basis of performance in two internal examinations, seminars, group discussion and attendance . Students are informed well in advance about the exam schedule. Eighty p.c. attendance is mandatory for appearance in final exams. The limit may be reduced to seventy p.c. by the recommendation of the Principal under genuine reasons.

Scores of evaluation are displayed and are accessible to students. The Examination Grievances Committee has been formed. Any grievance related to evaluation is addressed by the committee. Students can contact to the Principal directly also by submitting written application or

via email or by using My Grievance App. The college has instituted a separate email id specifically for this purpose. Principal is the final authority for resolving the grievance issues.

Teachers and students are well aware of the program outcomes and course outcomes (POs and COs). Curriculum Committee develops program outcomes and the program specific outcomes in consultation with the Principal, IQAC, HoDs and Faculty. Regular revision is done. The outcomes are displayed at the college website for students. Parents are made aware of the outcomes of programs through parent-teacher meetings.

Regular surveys are conducted among teachers and students to assess the awareness about the POs and COs, Students' performance in curricular and extra-curricular activities are evaluated.

The College has a Centre of Distance Education wherein courses are offered by State Open University, Assam.

**Criterion3 - Research, Innovations and Extension
(Key Indicator and Qualitative Metrics(QIM) in Criterion3)**

3.1	Resource Mobilization for Research
3.2	Research Publications and Awards
3.3	Extension Activities
3.3.1 QIM	Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.
3.4	Collaboration

Qualitative analysis of Criterion 3

Extension activities are conducted by different units of the College, where social issues are addressed and neighborhood communities are also benefited. The College has active NSS and NCC units, Community Extension Cell, Health Care Cell, Women Cell, Assam Science Society (Bahona Branch), Environment and Climate Cell, Eco Club, Institutional Biotech Hub, Teachers Unit and Students' Union. All these bodies are involved in organizing outreach programs. Cleanliness drives, tree plantation drives, health awareness camps, environment awareness programs, training programs have been conducted in the neighboring areas and adopted villages. The College organizes Trade Fair for one week to promote popularization and marketing of products by Self Help Groups from the adopted villages.

College has organized seminars, webinars, popular talks, workshops on the themes related to environment, tourism, media, pollution control, human rights, gender equality, computer literacy etc. Activities like Mushroom Cultivation, Vermicomposting, Pickle Production, Animal Husbandry, Programs for Entrepreneurship Development, etc. are arranged. Such programs have been organized by the institution during last five years. The College won fourteen appreciation and recognition certificates during this period.

**Criterion4 - Infrastructure and Learning Resources
(Key Indicator and Qualitative Metrics(QIM) in Criterion4)**

4.1	<i>Physical Facilities</i>
4.1.1 QIM	The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.
4.1.2 QIM	The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.
4.2	<i>Library as a Learning Resource</i>
4.2.1 QIM	Library is automated using Integrated Library Management System (ILMS)

4.3	<i>IT Infrastructure</i>
4.3.1 QIM	Institution frequently updates its IT facilities including Wi-Fi
4.4	<i>Maintenance of Campus Infrastructure</i>
4.4.2 QIM	There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Qualitative analysis of Criterion 4

The institution has infrastructural facilities for its academic and administrative activities including 12 departments, 31 classrooms, 15 laboratories , 11 ICT classrooms , 2 conference halls, one boys hostel, one girls hostel, an indoor stadium, an auditorium and a botanical garden .The total built up area is 5918 square meter, comprising two buildings and other support infrastructure . Science laboratories are in place. Science Departments and Institutional Bio-tech Hub are engaged in various research- oriented activities.

The college has facilities for sports, games and cultural activities. The indoor stadium has facilities for Martial arts, Yoga, Boxing, Badminton, and Gymnasium. These are also open to the local community. There is an auditorium with seating capacity of eight hundred persons where cultural activities, large scale meetings, admission process, fresher's welcome etc. are arranged. The auditorium is well equipped with sound system. Besides this, the college has two seminar- cum- conference halls. Sport facilities are looked after by a faculty in-charge. There are coaches and instructors to train the students. The college has a canteen, managed by an alumni, catering to the needs of both students and staff.

The College has a Central Library and Departmental Libraries. The Central Library is fully automated with Koha. Library has 33088 printed books and subscription of printed journals, newspapers and

magazines. It has 1147 reference books, rare books, Minor and Major Research Project Reports, Ph.D Thesis and College Magazines. More than sixty people can avail library facilities at a time. Barcode based attendance system exists for both students and staff. There are 5 computers in the library for access of e-contents. The Library is a member of the NLIST and NDLI. The users can access 199500+ E-books and 6000+E-journals available in the NLIST database and 6,00,000 E-books through NDLI. Requisition of books can be done online, Library has Wi-Fi accessibility. Library is managed by Library Advisory Committee. Purchase of new books is done on the basis of suggestions given by the users.

The IT facilities are updated as per the need of stakeholders. In addition to the Wi-Fi facility, the college provides 6 internet connecting devices (Jio-Fi) as an additional tool for maintaining IT infrastructure of college. The college website is regularly updated. Maintenance of IT infrastructure is done through outsourcing.

Maintenance of campus infrastructure by utilizing resources is taken care by different committees like Purchase Committee, Construction Committee, RUSA Committee and Campus Management Committee. Laboratory instruments and chemicals are bought by inviting tenders and via rate contract. Maintenance cost are borne from admission fees, donations and grants by RUSA, UGC, DBT and state government. Academic audit is performed to maintain the quality of education. College has 79 computers, all of them are with power back up and these are connected well with internet services .

**Criterion5 - Student Support and Progression
(Key Indicator and Qualitative Metrics(QIM) in Criterion5)**

5.1	Student Support
5.2	Student Progression
5.3	Student Participation and Activities

5.3.2 QIM	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)
5.4	<i>Alumni Engagement</i>
5.4.1 QIM	There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Qualitative analysis of Criterion 5

Students' representation and participation is visible in the activities of the college. There is a students' union and the representatives are part of different committees of the college. The Students' Union members hold sixteen portfolios. The office bearers including President and General Secretary help in planning, coordinating and executing co-curricular and extra-curricular activities.

Alumni association of the college is actively contributing to its alma mater. In last five years more than 23.6 lakhs have been contributed by alumni of the college. Alumni have also contributed in holistic development of the college by extending academic and supportive services. Talks and speeches are delivered by alumni to motivate students. Alumni interaction programs and alumni meets are also organized by different departments which have helped students to visualize and explore potentials of their adopted courses.

Criterion6 - Governance, Leadership and Management (Key Indicator and Qualitative Metrics(QIM) in Criterion6)

6.1	<i>Institutional Vision and Leadership</i>
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6.1.1 QIM	The governance of the institution is reflective of and in tune with the vision and mission of the institution
6.1.2 QIM	The effective leadership is visible in various institutional practices such as decentralization and participative management
6.2	<i>Strategy Development and Deployment</i>
6.2.1 QIM	The institutional Strategic / Perspective plan is effectively deployed
6.2.2 QIM	The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules and procedures, etc.
6.3	<i>Faculty Empowerment Strategies</i>
6.3.1 QIM	The institution has effective welfare measures for teaching and non-teaching staff
6.3.5 QIM	Institutions Performance Appraisal System for teaching and non-teaching staff
6.4	<i>Financial Management and Resource Mobilization</i>
6.4.1 QIM	Institution conducts internal and external financial audits regularly
6.4.3 QIM	Institutional strategies for mobilisation of funds and the optimal utilisation of resources
6.5	<i>Internal Quality Assurance System</i>
6.5.1 QIM	Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

6.5.2
QIM

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

(For first cycle - Incremental improvements made for the preceding five years with regard to quality

For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Qualitative analysis of Criterion 6

II. Institution follows various practices to uphold its vision and mission. Governance of the college follows decentralized pattern where decisions are taken by considering inputs of the stakeholders. The Governing Body is constituted as per the state government rules and provisions. Principal of the college is Secretary of Governing body .Teachers and student representatives are part of different committees and cells of the college. They are involved in smooth conduct of all the academic and administrative activities. The members of Non-teaching staff also contribute to such activities. The college has taken steps according to the perspective plan including construction of Boys' hostel augmentation of sport facilities, waste management and energy conservation practices .The college has a welfare policy for employees. The members of faculty have organized and participated in seminars and webinars. There is a provision of online feedback mechanism by the students. Performance of the teachers is evaluated on the basis of quality indicators as per Students' Feedback Indicator (SFI).Similar mechanism is in place for non teaching staff also. The IQAC analyses the feedback and submits report to the Principal. External audits are conducted as per the rules framed by the State Government. The college also conducts internal audit. Purchase committee of the college takes care of the requirements as per standard practice . The IQAC conducts six fold online feedback involving the all the stakeholders . The College has the provision for social audit with the participation of the local community in relation to its activities.

**Criterion7 - Institutional Values and Best Practices
(Key Indicator and Qualitative Metrics(QIM) in Criterion7)**

7.1	<i>Institutional Values and Social Responsibilities</i>
7.1.1 QIM	Measures initiated by the Institution for the promotion of gender equity during the last five years.
7.1.3 QIM	<p>Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)</p> <ul style="list-style-type: none"> • Solid waste management • Liquid waste management • Biomedical waste management • E-waste management • Waste recycling system • Hazardous chemicals and radioactive waste management
7.1.8 QIM	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 500 words).
7.1.9 QIM	Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).
7.1.11 QIM	Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).
7.2	<i>Best Practices</i>
7.2.1 QIM	Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.
7.3	<i>Institutional Distinctiveness</i>

7.3.1 QIM **Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words**

Qualitative analysis of Criterion 7

Gender sensitivity is promoted by the college, through various measures like safe and secure campus for female employees and girl students , appointment of security guards, CCTV cameras and Women Grievance Redressal and Counseling Cell . The Gender Monitoring and Review Committee conducts gender counseling and sensitization activities in collaboration with other cells. Webinars, orientation programs, poster drives and health awareness programs related to women issues are organized. Standard waste management practices are followed. An MoU has been signed with a Tech-Hub for disposal of e-waste, which buys the waste from the departments. The college has initiated plastic ban policy. The college has e-charging facility for e-vehicles.

The Best practices implemented by the institution are:

1. Commitment to the Environment
2. Dedication Towards Rural Development

The distinct feature of the institution is its aspiration for holistic and all-round development of students and for this it has developed a policy; "PREPARE" that encodes as Prepping and Progression Assistance for Rounded Empowerment. Under this policy, attention, assistance and guidance are given to students at three levels viz. at school level, college level and after completion of Degree course. The college has participated in Unnat Bharat Abhiyan of the Ministry of Education; it has been recognized as an institution of excellence by the Government of Assam for its contribution towards protection of environment.

Section III:OVERALL ANALYSIS (based on Institutional strengths.Weaknesses,Opportunities & Challenges(SWOC)(up to 500 words))

Overall Analysis

Institutional Strength

Contribution of Alumni towards development of the college

Congenial relationship among faculty ,staff and students

Effective stakeholder participation

Clean and green campus

Community connect initiatives

Library Automation

Section IV:Recommendations for Quality Enhancement of the Institution

(Please limit to ten major ones and use telegraphic language)

(It is not necessary to indicate all the ten bullets)

- • Innovative and skill development programs for employ ability
- • Initiating steps for Commerce ,Management and PG programs
- • Introduction of SWAYAM/MOOC's add on courses
- • Augmentation of outdoor sport facilities
- • Revamping of the placement cell as placement facilitation and guidance
- • Finding out ways and means to enhance NIRF ranking of the college
- • Steps to enhance admission and retention of students
- • Creation of a Corpus to augment internal resource mobilization
- • Steps to implement the NEP-2020 as per the directives of the affiliating University
- • Strengthening welfare measures and utility facility for students and staff

I have gone through the observations of the Peer Team as mentioned in this report

Signature of the Head of the Institution
Seal of the Institution

Signature of the Peer Team Members:

Sl.No	Name		Signature with date
1	Prof Srinibas Pathi	Chairperson	
2	Neeta Pandya	Member Co-ordinator	
3	Pandhari Sagar	Member	
4	Dr. Priya N	NAAC Co-ordinator	

Place: Date