

THE ANNUAL QUALITY ASSURANCE REPORT (AQAR)

(YEAR: 2018-19)



B. H. COLLEGE, HOWLY

P.O. HOWLY

DIST. BARPETA (ASSAM)

PIN – 781316

The Annual Quality Assurance Report (AQAR) of the IQAC, B.H. College
Session 2018-2019

(For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, June 1, 2017 to May 31, 2018)*

Part – A

Data of the Institution

(data may be captured from IIQA)

1. Name of the Institution : B. H. College
- Name of the Head of the institution : Dr. Bhushan Chandra Pathak
 - Designation : Principal
 - Does the institution function from own campus: Yes
 - Phone no./Alternate phone no.:
 - Mobile No. : 9435513261
 - Registered e-mail : bhcollege1966@gmail.com
 - Alternate e-mail : iqacbcollege@gmail.com
 - Address : P.O: Howly
 - City/Town : Howly
 - State/UT : Assam
 - Pin Code : 781316

2. Institutional status:

- Affiliated / Constituent: **Affiliated**
- Type of Institution: Co-education/Men/Women: **Co-education**
- Location : Rural/Semi-urban/Urban: **Rural**
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing (please specify): **UGC 2f and 12 (B)**

- Name of the Affiliating University: Gauhati University, Guwahati
- Name of the IQAC Co-ordinator : Dr. Sultan Ali Ahmed
- Phone no. :

Alternate phone no.

- Mobile : +919435513424
- IQAC e-mail address : iqacbhcollege@gmail.com
- Alternate Email address : bhcollege1966@gmail.com

3. Website address: www.bhcollege.ac.in

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

http://www.bhcollege.ac.in/docs/AQAR_2017-18.pdf

4. Whether Academic Calendar prepared during the year? Yes/No: Yes

if yes, whether it is uploaded in the Institutional website: Yes

Weblink: <http://www.bhcollege.ac.in/docs/Academics%20Calender.pdf>

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	B ⁺⁺	79.85	2004	from: 2004 to: 2009
2 nd	A	3.11	2016	from: 2016 to: 2021
3 rd				from: to:
4 th				from: to:
5 th				from: to:

6. Date of Establishment of IQAC: 02/12/2002

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
<ul style="list-style-type: none"> • Participation in AISHE • Feedback from stakeholders • Lecture programme on “Teaching Experiences in the USA”. Lecture delivered by Prof. Dilip Kumar Dutta, Dept. of Mathematics, Rhode Island University, USA. • International Conference on 	<p>Since 2013-14</p> <p>29-01-2019 One day</p>	100

<p>“Teaching and Theatre”. Resource Persons: Prof. Kamaluddin Ahmed, Jagannath University, Dhaka and Mr. Sanjog Rasali, theatre activist from Nepal.</p>	<p>From 08-03-2019 to 10-03-2019</p>	<p>30</p>
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Note: Some Quality Assurance initiatives of the institution are:

(Indicative list)

- Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements
- Academic Administrative Audit (AAA) conducted and its follow up action
- ISO Certification
- NBA etc.
- Any other Quality Audit

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
Institution		UGC		60,90,315.00
Faculty		ICSSR		4,57,300.00

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes

*upload latest notification of formation of IQAC :

<http://www.bhcollege.ac.in/docs/formation.pdf>

10. No. of IQAC meetings held during the year: 04

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website..... : Yes/No: Yes

(Please upload, minutes of meetings and action taken report):

<http://www.bhcollege.ac.in/docs/IQAC%20minutes.pdf>

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? Yes No: No

If yes, mention the amount: Year:

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

- * Preparation of the College Prospectus highlighting the achievements of the college and the students.
- * Preparation of the Academic Calendar of the college in conformity with that of the parent university
- * Ensuring the academic quality by means of getting feedback from students, alumni and parents.
- * Organisation of an ‘Awareness Programme on Wild Life Laws, Environment Laws and Forest Laws’ on 27/02/2019.
- * Organization of a sixteen day National Workshop from 15th to 30th March, 2019 in collaboration with NSD, New Delhi on the topic “Inquiry-based Teaching-learning through Drama/Theatre”.

13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
1. A proposal to set up a medicinal plant garden was sent to the Govt. of Assam.	1. Financial grants received from the Dept. of Social Forestry, Govt. of Assam to set up the medicinal and aromatic plant garden.
2. Strengthening of the BBA programme was proposed.	2. The enrolment for the BBA programme got increased.
3. All the departments of the college are requested to bring out wall magazines with the financial support of the college authority.	3. Most of the departments brought out colourful wall magazines.
4. Proposal for the renovation of the Girls’ Common Room.	4. The renovation work is completed and is formally inaugurated by the Media Adviser to the C.M and President, G.B.
5. Proposal to organize a lecture programme on the teaching experience in other countries.	5. Prof. Dilip Kumar Dutta, Dept. of Mathematics, Rhode Island University, USA delivered a lecture on “Teaching Experiences in the USA”.
6. Special measures are suggested for the improvement of Sports activities in the college.	6. (i) Indu Hazarika memorial Inter-district football tournament was held in the college.

<p>7. A separate forum for debate, quiz and literary activities was proposed.</p> <p>8. Proposed to initiate special teaching programme by teachers at neighbouring primary schools.</p> <p>9. Opening of Skill development course proposed.</p> <p>10. Proposed to organize national workshops and international conferences.</p> <p>11. Proposed to promote cultural and literary activities among the students.</p> <p>12. Proposed to promote research activities.</p> <p>13. Proposed to provide free books to the needy students through the Book Club.</p>	<p>(ii) A fifteen day volleyball coaching camp was organized by the college.</p> <p>7. Such a separate forum was formed.</p> <p>8. Teachers of the College conducted classes at neighbouring primary schools.</p> <p>9. Skill development courses sponsored by Govt. of Assam had started.</p> <p>10. Commerce Forum of the College organised a national workshop.</p> <p>11. Participation and success in GU youth festival and other national events. College organised a workshop in collaboration with Sahity Akademi, and other programs like, Golpa Path. College published the 7 language literary magazine <i>Satsory</i></p> <p>12. Publication of research journal COMED and DUNARI</p> <p>13. Books provided to some needy students of the College.</p>
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14. Whether the AQAR was placed before statutory body? Yes /No: **Yes**

Name of the Statutory body: B.H. College Governing Body

Date of meeting(s): 21/05/2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes/No: **No**

Date:

16. Whether institutional data submitted to AISHE: Yes/No: **Yes**

Year: 2018-2019

Date of Submission: N/A

17. Does the Institution have Management Information System?

Yes/No: **Yes**

If yes, give a brief description and a list of modules currently operational.

(Maximum 500 words)

The institution has a capable Management Information System with substantial modules operational for smooth functioning albeit lacking a few non-essential modules which are still

dependent on old conventional methods of maintaining registers to supplement the existing Management Information System.

The module for Online Admission System has ensured systematic storage by enabling proper collection and organisation of data. In addition to the aforementioned, it has catered to students by providing them the ease of application for admission and freeing them from the hassle and nuisance of maintaining obnoxiously long queues. The Online Admission System has provided the Office staff and Faculties with easy access to student's profile and data such as courses taken to ascertain strength for a particular course as well as assisted in finding out students eligible for scholarships etc. There is a functioning module for student's id generation which provides each admitted students with a unique id in order to differentiate students instead of using the rudimentary and time consuming effort of sifting them individually.

In addition to above mentioned modules, the Examination Mark Entry System has provided great assistance in record keeping of evaluation process conducted by the institution. This module ensures that the evaluation process is systematic and the data of such process is readily available and preserved in digital form in case of loss of hard copies due to natural elements.

The module for Accounts Management System records all the financial transaction of the institution. This module is responsible for storing information of financial nature and provides access to the accountant as well as auditors for auditing.

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 curriculum as laid down by the Gauhati University is rigorously discussed among the different streams and their faculties in inter-departmental and intra-departmental meetings. These discussions enable in planning the numbers of classes and allocation of those classes among faculty members according to their expertise and experience. This planning is undertaken after careful consideration of the vision/mission of the institution, aims and objectives of the curriculum, learning experiences desired for the students and evaluation of the curriculum program.

All the class routines are prepared adhering to the existing regulations as well as ample time is given to students for their co-curricular and extra co-curricular activities. The class distribution among the faculties are undertaken after considering their area of specialisation as well as experience in that specific subject in order to impart impeccable wisdom for students' learning.

All the faculties focus their efforts while imparting knowledge, on learning skills and invoke curiosity in order to enable creativity among students. This is achieved through proper development of lesson plans and revision of the same from time to time. Lesson plans are implemented through proper use of Teaching/Learning material (TLM). Six (06) classrooms are equipped with overhead projectors and audio systems for immersive learning experience. Institution has fifteen (15) laboratories to gain practical knowledge as well as skills.

Every department has been issued a laptop for developing power point presentations as part of lesson plans which enable teachers to use captivating slides warranting attention of students as well as to effectively and efficiently use the class hours. In conjunction with aforementioned tools are maintained as well such as students' register for each class in order to gauge the attendance and their desire to attend classes. Teachers' activities register the number of classes taken and coverage of the syllabus at a certain point of time. Each department has well maintained library in addition to college library to provide text books for students.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
Skill development course	-	May 2019 (three month)	employability	<ul style="list-style-type: none"> • Driving • GST assistant

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
MA in Assamese	01-08-2018		
MA in Education	01-08-2018		

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG

Already adopted (mention the year)			
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year : NIL			
	Certificate	Diploma Courses	
No of Students			
1.3 Curriculum Enrichment			
1.3.1 Value-added courses imparting transferable and life skills offered during the year : NIL			
Value added courses	Date of introduction	Number of students enrolled	
1.3.2 Field Projects / Internships under taken during the year :			
Project/Programme Title		No. of students enrolled for Field Projects / Internships	
Educational Excursion to Shillong		28 Nos.	
Educational Excursion to Rajasthan under Ek Bharat Shrestha Bharat Scheme		20 Nos,	
1.4 Feedback System			
1.4.1 Whether structured feedback received from all the stakeholders.			
1) Students	2) Teachers	3) Employers	4) Alumni
5) Parents			
Yes	No	No.	Yes
			Yes
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)			
<p>Every year an effort is made to receive feedback from all the students of the institution. The IQAC undertakes this effort by employing a 4-Point and Dichotomous questionnaire with easy to comprehend language. These feedbacks are collected informally and anonymity is given to respondents in order to ensure their feedback is free from intimidation or coercion. The questionnaire employed covers all the facets of provision for holistic learning in this fast paced dynamic world, such as Students' profile (Age, Sex, Course), feedback on teachers, feedback on the infrastructure, feedback on the syllabus and feedback on the extra co-curricular activities.</p> <p>The collected data is then fed to SPSS software which enables IQAC in analysing the students' profile. 'Chi-square' test is applied to various feedback questions relating to 'Teachers', 'Syllabus', 'Infrastructure' and 'Extra Co-Curricular activities' to check whether the students' responses are statistically significant. The finding of the analysis is then discussed in meetings conducted by IQAC with faculties of streams in presence of the Head of the institution. The shortcomings of the institution are discussed in-depth covering all the facets. This discussion is undertaken with an objective to identify the underlying problems which led to the shortcomings. These problems are thereby segregated in to short, medium and long term goals with suggested solutions and road map to achieve them.</p> <p>Any shortcomings in teaching are addressed intra-departmentally and teachers are often rotated by assignment of different subjects in order to combat fatigue and boredom and invoke vigour, enthusiasm and a sense of challenge to ensure that all teachers are at their sharpest.</p>			

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1.1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B.A. 1st Sem	400	1056	423
B.A. 3rd Sem.	400		342
B.A. 5th Sem.	400		345
B.Com. 1st Sem	300	649	397
B.Com. 3rd Sem.	300		271
B.Com. 5th Sem.	300		271
B.Sc. 1st Sem	250	723	284
B.Sc. 3rd Sem.	250		197
B.Sc. 5th Sem.	250		154
BBA 1st Sem	30	55	20
BBA 3rd Sem.	30		--
BBA 5th Sem.	30		--
PG (M. Com.) 1st Sem.	70	135	69
PG (M. Com.) 3rd Sem.	70		80
PG (Assamese) 1st Sem.	20	45	20
PG (Assamese) 3rd Sem.			--
PG (Education) 1st Sem.	20	121	20
PG (Education) 3rd Sem.			--

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 full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018-19	2704	189	34	07	31

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 (<i>LMS, e-Resources</i>)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
100	19	Overhead Projector, Audio System	05	Nil	Pdf, audio-video lectures etc.

2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)

Students Mentoring System has been prevalent ever since the inception of the Institution for the holistic development of the students. Since 2014-15 the institution has a formal mentoring system for UG and PG course students. Under this system, students of a particular class are divided into some groups in equal ratio and each group is assigned to a teacher of the department for mentoring tutorial classes. Faculties of the institution have a firm belief that their duties and responsibilities are not limited to offer the knowledge of the curriculum but extend to sharing their wisdom with the students in order to guide them to be a compassionate and capable human being in addition to making them equipped with challenges of modern day academic and career demands.

In the year 2018-19 IQAC in conjunction with the Heads of the Departments came to the conclusion of designing a scientific and structural mentoring system. The first step towards achieving this was the conclusion of inclusion of IT technology into the mentoring program. Hence preparation of whatsapp group or google meet group was considered necessary. The inculcation of same was to be done in the year 2019-20.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
2893	65	1:45

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
71	65	6	4	34

2.4.2 Honours and recognitions 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

2.5 Evaluation Process and Reforms

2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Program me 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
B.A.		Semester	21-05-2019	10-07-2019
B.COM		Semester	14-05-2019	10-07-2019
B.SC.		Semester	21-05-2019	10-07-2019
M.COM		Semester	24/06/2019	15/10/2019

2.5.2 Reforms initiated on Continuous Internal Evaluation (CIE) system at the institutional level (250 words):

The Continuous Internal Evaluation (CIE) system is reformed at areas wherever there is room for improvement while adhering to the existing guidelines of Gauhati University. The institution conducts internal (sessional) exams under monitoring and management of Examination Board of the college simultaneously for all the departments of the college. Internal evaluation for the year 2018-19 was completed with sessional exams along with monthly departmental assignments as well as group discussions which carried marks. Thus the structure of Continuous Internal Evaluation system consisted of the marks from the sessional exams and departmental assignments/group discussions with an emphasis on class attendance as well.

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

The academic calendar is prepared at the beginning of every year as soon as Gauhati University provides the institution with the academic calendar prepared by them. The academic calendar is prepared by accommodating the learning needs of the students with ample time given for extra co-curricular activities as well. The academic calendar then dictates the formation of class routines as well as the pacing of the individual classes. For the year 2018-19, faculties finished their syllabus on time to prepare the students for the exams as well as students had ample opportunities for co-curricular and leisure activities.

Conduct of examinations was in accordance with the routine and guidelines set by the Gauhati University. The Examination Board conducted the examinations in accordance with the rules and regulations of the Gauhati University without any hindrances.

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): Yes, <http://www.bhcollege.ac.in/Learning.aspx>

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
	B.A.	303	268	88.44
	B.COM	226	150	66.37
	B.SC.	157	125	79.61
	M.COM	72	70	97.22

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): <http://www.bhcollege.ac.in/sss18-19.aspx>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	2016-2018	ICSSR	700000/-	140,000/-
	2018-2020	ICSSR	600000/-	292,500/-
Minor Projects	2017-2019	ICSSR	172000/-	9800/-
	2017-2019	ICSSR	195000/-	15000/-
Interdisciplinary Projects				

Industry sponsored Projects				
Projects sponsored by the University/ College				
Students Research Projects (other than compulsory by the College)				
International Projects				
Any other(Specify)				
Total				
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(s)	
3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year				
Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year				
Incubation Centre	Name		Sponsored by	
Name of the Start-up	Nature of Start-up		Date of commencement	
3.3 Research Publications and Awards				
3.3.1 Incentive to the teachers who receive recognition/awards				
State	National		International	
3.3.2 Ph. Ds awarded during the year (applicable for PG College, Research Center)				
Name of the Department		No. of Ph. Ds Awarded		
3.3.3 Research Publications in the Journals notified on UGC website during the year				
	Department	No. of Publication	Average Impact Factor, if any	
National	Philosophy	01		
	Hindi	01		
	History	01		
	Commerce	01		
International	Zoology	01		
	Mathematics	02		
	Physics	01	1.6	

3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	No. of publication
Arabic	03
Education	01
English	02
Economics	03
Finance	01
Accountancy	02
Bengali	02

3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations

3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication

3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops		10	02	01
Presented papers	02	01		
Resource Persons				

3.4 Extension Activities

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

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities
Celebration of Independence Day	NCC	03	204
Swacch Bharat Abhijan Awareness Programme at adopted village (Simlajhar)	NCC	01	31
Two Days Conclave	NCC	01	400
International Yoga Day	NCC	01	416

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year				
Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited	
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 coordinated such activities	Number of students participated in such activities
Swachh Bharat Abhijan	NCC in collaboration with IQAC	Cleanliness drive at adopted village (Simlajhar)	02	82
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	
3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year				
Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	participant
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 and Activities	Number of students/teachers participated under MoUs	
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		
11,00,000/-		9,69,903/-		
4.1.2 Details of augmentation in infrastructure facilities during the year				
Facilities		Existing	Newly added	
Campus area		6.8 hectre	Nil	
Class rooms		40	04	
Laboratories		15	Nil	
Seminar Halls		1	Nil	

Classrooms with LCD facilities	03	Nil
Classrooms with Wi-Fi/ LAN	Nil	Nil
Seminar halls with ICT facilities	1	Nil
Video Centre	Nil	Nil
No. of important equipments purchased (\geq 1 lakh) during the current year.	Nil	Nil
Value of the equipment purchased during the year (Rs. in Lakhs)	Nil	Nil
Others	Nil	Nil

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS }

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL 2.0	Partially	2.0	2015

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	44448	Not Available	1956	3,96,502.00	46404	Not Available
Reference Books	1235	Not Available	Nil	N/A	1235	Not Available
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Library automation						
Weeding (Hard & Soft)						
Others (specify) Manuscripts	20	Not Available	Nil	N/A	20	Not Available

4.3 IT Infrastructure									
4.3.1 Technology Upgradation (overall)									
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available bandwidth (MGBPS)	Others
Existing	53	12	26	8	8	14	20		
Added	--	--	--	--	--	--	--		
Total	53	12	26	8	8	14	20		
4.3.2 Bandwidth available of internet connection in the Institution (Leased line) : World Phone									
70 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				
4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc									
Name of the teacher	Name of the module			Platform on which module is developed		Date of launching e - content			

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
Rs. 21,40,000	Rs. 24,20,385	Rs. 9,80,000	Rs. 7,20,179
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (<i>maximum 500 words</i>) (information to be available in institutional Website, provide link):			
<p>http://www.bhcollege.ac.in/policies.aspx</p> <p>There exists appropriate mechanism for the maintenance and utilization of physical, academic and support facilities like laboratories, library, sports complex, computers, classrooms etc. There are employees in the college who are given specific assignments for the upkeep of the laboratories. Each year, the necessary ingredients and materials for the laboratories are procured by the concerned departments. Students are informed of the laboratory facilities through notifications and classroom interactions.</p> <p>The Library Management Committee, which includes student members as well, oversees the maintenance and utilization of library facilities. Students are informed of the facilities through the library orientation classes and relevant bill boards kept in the library. The books are purchased by the concerned departments and then deposited in the central library.</p> <p>The Sports Cell of the college along with the Physical Instructor of college maintains and utilizes the sports facilities. There is budgetary provision for the purchase of sports goods from time to time. Similarly there are assigned employees in the college for the physical upkeep and maintenance of the classrooms and computers. Students are informed of these facilities through notices, notice boards and other notifications issued from time to time.</p>			

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	Students' Welfare Fund	06	Rs. 20,000

Financial support from other sources

a) National	National Scholarship Portal (UGC- Ishan UDay)	173 (Applicant)	Allotment details not provided to the institution
	National Scholarship Portal (Scholarship to OBC students)	103(Applicant)	Allotment details not provided to the institution
	National Scholarship Portal (Scholarship to SC students)	03(Applicant)	Allotment details not provided to the institution
	National Scholarship Portal (Scholarship to ST students)	118(Applicant)	Allotment details not provided to the institution
	National Scholarship Portal (Scholarship to Minority students)	368(Applicant)	Allotment details not provided to the institution
b) International			

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

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed

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	No. of grievances redressed	Average number of days for grievance redressal
04	03	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

5.2.2 Student progression to higher education in percentage during the year: 10% (The data received by the institution is deficient of information from all the passed out students due to students not providing information)

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2019	04	B.Sc.	Botany	Assam Don Bosco University (01) Cotton University (01) Gauhati University (01) District Institute of Education and Training, Howly (01)	M.Sc. B.Ed. (01)
2019	03	B.Sc.	Zoology	Gauhati University (03)	M.Sc.
2019	06	B.Sc.	Physics	Gauhati University (01) USTM, Meghalaya (01) Bodoland University (01) Bhattadev University, Bajali (01) Raiganj University, West Bengal (01) District Institute of Education and Training, Howly (01)	M.Sc. D.El.Ed (01)
2019	04	B.Sc.	Mathematics	Gauhati University (01) Bhattadev University, Bajali (02) Ananda Ram Baruah Academy, Pathsala (01)	M.Sc.
2019	05	B.Sc.	Chemistry	Gauhati University (01) Central University of Gujarat, (01) Cotton University (01) USTM, Meghalaya (01) District Institute of Education and Training, Howly (01)	M.Sc. B.Ed. (01)
2019	04	B.Sc.	Statistics	Gauhati University (01) Cotton University (01) Cooch Behar Panchanan Barma University (01) West Bengal University (01)	M.Sc. (02) M.Sc. Lib Sc. (01) B.Ed. (01)
2019	09	B.Com.	Commerce	USTM, Meghalaya (02) IGNOU (01) B.H. College (05) Bodoland University (01)	MBA (02) M.Com. (07)

2019	04	B.A.	Pol Sci.	R.B. University, Kolkata (01) IGNOU (01) NERIM, Guwahati (01) Directorate of State Council of Educational Research and Training, Guwahati (01)	M.A. (02) M.S.W. (01) D.El.Ed (01)
2019	06	B.A.	Eng.	USTM, Meghalaya (02) Sikkim University (01) IGNOU (02) Kokrajhar B.Ed. College (01)	M.A. (05) B.Ed. (01)
2019	02	B.A.	Hindi.	Gauhati University (02)	M.A. (02)
2019	02	B.A.	History.	Royal Global University, Guwahati (01) Gauhati University (01)	M.A. (02)
2019	01	B.A.	Education	B.H. College (01)	M.A. (01)
2019	03	B.A.	Economics.	Gauhati University (01) B.N. College, IDOL (01) Bodoland University (01)	M.A. (02) MBA (01)
2019	01	B.A.	Bodo	Bodoland University (01)	M.A. (01)

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	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET		
SET		
SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other		

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Participants
Various Sports and Cultural competitions were held during the College week 2019	Both UG and PG	Students of the College(Boys and Girls)

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2019	3 rd prize in Inter-University National Youth festival held at Chandigarh University, February 2019	National		Folk Musical Instrument		Rinku Das

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

B.H. College Students' Council is formed every year through the direct election system. The Lyngdoh Committee recommendations are followed while conducting the election of Students' Council. Various initiatives are taken throughout the year to conduct numerous programs by the council. The Annual Fresher's Social, Lecture programs, Debate and Quiz competitions, Literary competitions and functions, Musical functions, Sports Tournament etc are organised under the initiative of the council. And in conjunction with the aforementioned council organised Health Check-up camps, Green awareness, and Felicitation of Distinguished students.

There is representation of students in various academic/administrative bodies of the college. The IQAC has two student members; the Library Management Committee has four (04) student members. The President and General Secy. of the B.H. College Students' Council are usually given representation in the Disaster Management Cell, Gender Sensitisation Committee against Sexual Harassment, Grievance Redressal Cell, Anti-Ragging Committee, Canteen Management Committee, the Editorial Board of the B.H. College Magazine and College Election Committee.

Whenever the meetings of these cells and committee are held, the student members are invited; they are encouraged to express their views and opinions without favour or fear. It has been observed that the student's often share valuable suggestions on crucial matters and their views are given due to recognition and weight age. The college follows this practice.

5.3 Alumni Engagement

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

5.3.2 No. of ~~registered~~ enrolled Alumni:

5.3.3 Alumni contribution during the year (in Rupees) :

5.3.4 Meetings/activities organized by Alumni Association : For the first time the Hostel Alumni meet was organised and in that function Hostel Alumni Association was formed. It was attended by more than 1500 Alumni on 12th January, 2019.

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The Institution's organisational structure adheres to the Assam Provincialisation Act and regulations of UGC. Although some decisions cannot be delegated to lower level of hierarchy due to necessary

obligations, the institution follows high form of decentralisation on all possible aspects of administrative and academic decision making. There is healthy distinction between the authority and responsibility of the Governing Body and Head of the institution. The authority bestowed upon the Head of the institution is delegated to lower hierarchy wherever possible. To highlight just two practices of decentralisation and participative management would make the collective effort of stakeholders go amiss.

In administrative functions, cells/committees such as IQAC, Planning Board, Grievance Redressal Cell to name a few exercised a great level of flexibility in functioning. The Co-ordinator and members of such cell took initiative and addressed their duties/ responsibilities without the command of the Head of the institution albeit always seek consent upon the completion of the work in order to not desecrate the sanctity of chain of command. This practice ensured that time was used effectively and efficiently and avoid lapse in work. In addition to such duties/responsibilities the members of the mentioned cells/committees depute services of other faculty members whenever needed and possible to ensure smooth functioning.

In academic functions the committees/cells such as Examination Board, Academic committee, Library Management Committee, the co-ordinators, secretary and members followed great sense of commitment and went above and beyond in completing task at hand. To ensure work was done on time the members/secretary put in extra hours on top of their obligatory duties. Classes and exams were conducted without hindrance even in the unavoidable absence of the head of the institution, vice-principal, as the delegation of chain of command was properly laid out in such events.

One of the stellar instances of participative management is that every faculty member and office staffs were engaged in cells and committees with flexibility to be deputed to any other cell/committee as and when need aroused.

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

Yes/No/Partial: Yes

6.2 Strategy Development and Deployment

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

❖ Curriculum Development: The institution has no scope to adopt any strategy for the quality improvement in curriculum development as the institution is an affiliated college and it mainly follows the curriculum prepared by the affiliating university.

❖ Teaching and Learning: Some of the quality improvement for teaching-learning are- Holding group discussions among the students, supplying curriculum related materials as well as audio-visual links of important lectures or contents through electronic and IT media, providing writing assignments and projects to the students, arranging lectures by invited speakers.

❖ Examination and Evaluation: Quality improvement strategies adopted for examination and evaluation are- the announcement of examination schedule well advanced in time, the preparation of question papers in the patter of the affiliating university, the systematic distribution of invigilation duties among the teachers, the conduct of the examination in a strict disciplined manner with no scope for use of unfair means, providing quality answer scripts to the students, timely evaluation of the answer scripts, providing second or third chances for the candidates in case of illness or other inconveniences etc.

❖ Research and Development: The institution encourages the experienced faculty members with Ph.D to acquire Ph.D/M.Phil guideship. In the year 2018-19, numerous teachers had Ph.D guideship with some scholars pursuing research under those guides.

Various departments have taken initiative to improve the research and development efforts. The

Commerce Forum published 'COMED', a peer reviewed research journal in 2018-19 and does so every year. Likewise the Department of Assamese published 'Dunori'. Commerce Forum successfully conducted a national workshop on research methodology.

❖ Library, ICT and Physical Infrastructure / Instrumentation: The quality improvement strategies for library, ICT and Physical infrastructure include the initiating of the process of digitisation of the college library, annual budget allocation for the procurement of books, the purchase of the books through the concerned departments, the purchase of laboratory materials for the science laboratories, the maintenance and improvement in the ICT facilities in the college.

❖ Human Resource Management: The quality improvement strategies adopted for human resource management include the choice of competent persons for various positions for the smooth running of the institutions. While assigning any duty to a faculty member, the determining criteria are efficiency, sincerity and dedication. These faculty members are assigned as Co-ordinators for various cells/committees.
The faculties were also encouraged to participate in faculty development programmes and workshops for the development of their capabilities and enable career growth which ensures satisfaction.

❖ Industry Interaction / Collaboration: The institution is engaged in negotiations with various industries for formal collaboration.

❖ Admission of Students: The various quality improvement strategies adopted in regard to admission of students are- the publication of admission notice on time, the announcement of admission rules and norms through college prospectus and college website, the online submission of application forms, the adherence to the reservation policy of the governments, the reservation of certain number of seats for the students of fringe villages etc.

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

❖ Planning and Development: Notices regarding development projects and tenders for the same were uploaded to the college website.

❖ Administration: The college website offered a platform for intimating various stakeholders about the administrative notices such as Parent-Teachers meetings, Holiday notices etc. The college website was updated with information regarding faculties of various departments as well as recruitment notices were put up in conjunction with conventional methods of advertisement.

❖ Finance and Accounts: The salary bills for the faculties and office staff are intimated to the state government through the portal by the govt finance department.

❖ Student Admission and Support: Online admissions for various courses were done through online portal for students, the portal being an invaluable part of MIS. The office staff and faculties could then access this data on the college website portal.

❖ Examination: Examination marks are uploaded to the Gauhati University Portal as well a copy of data was entered in the college portal. The notices for examination and other related notices were made available on the college website.

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

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	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)

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	Date and Duration (from – to)
FDP programme on ICT in Teaching/Learning	03	26/11/2018-01/12/2018
UGC sponsored Refresher Course in Mathematics	01	07/12/2018-27/12/2018
UGC sponsored Short Term Course on MOOCs	01	26/11/2018-02/12/2018
UGC sponsored Refresher Course in Economics and Commerce	02	08/11/2018-29/11/2018
UGC sponsored Refresher Course in Disaster Management	01	01/03/2019-24/03/2019
UGC sponsored Refresher Course in Environmental Science	01	28/01/2019-23/02/2019
UGC sponsored Refresher Course in Recent Trends in Zoology	01	18/03/2019-07/04/2019
UGC sponsored Short Term Course in Value of Education	01	29/10/2018-04/11/2018

6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
65	65	15	21

6.3.5 Welfare schemes for

Teaching	
Non teaching	
Students	Student's Welfare Fund generated by the Institution

6.4 Financial Management and Resource Mobilization

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

The internal audit is conducted yearly by the Institutions audit committee which consists of various stake holders as well as the faculties with expertise in accounting practices. The books of accounts, vouchers for transactions, grant orders and completion reports are all collected and verified. The collected materials are scrutinised to check whether the regulations and accounting principles were followed while maintaining the books of accounts. The balances of cash books are verified with the bank statements and the physical cash in hand available at the end of the year. After the proper verification and scrutiny of the

materials, a report is thereby prepared highlighting any discrepancies if found and with suggestions on its rectification.

The external audit is conducted by the Department of Audit (Local Fund), Govt. of Assam. The periodicity of such an audit is however at the discretion of the aforementioned department. Hence the last audit was conducted in the financial year 2017-18; as such no external audit was done in the year 2018-19.

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

Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose

6.4.2 Total corpus fund generated

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	No	N/A	No	N/A
Administrative	No	N/A	No	N/A

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

6.5.3 Development programmes for support staff (at least three)

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

1. Opening of PG Course in Education and Assamese
2. Introduction of Online Admission System.
3. Opening of Skill Development Courses.

6.5.5

- a. Submission of Data for AISHE portal : (Yes /No):Yes
- b. Participation in NIRF : (Yes /No): No
- c. ISO Certification : (Yes /No): No
- d. NBA or any other quality audit : (Yes /No): No

6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to-----)	Number of participants
2019	One Day Workshop on CBCS (UG Level)	28/05/2019	One Day (28/05/2019)	82

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period (from-to)	Participants	
		Female	Male
A Promotional Lecture on the safety of Women	08-03-2019	83	47

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources: 6%

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	No	
Provision for lift	No	
Ramp/ Rails	Yes (In Library)	02
Braille Software/facilities	No	
Rest Rooms	Yes	02
Scribes for examination	No	
Special skill development for differently abled students	No	
Any other similar facility	No	

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-----to-----)	Number of participants
Legal awareness programme on environmental laws organised by District Legal Cell, B.H. College.	01 Day (27/02/2019)	126

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

1. Cleaning of college compound by the NSS Volunteers.

2. Tree sapling plantation in the Campus on occasion of World Environment Day
3. Installation of Solar Panels on the Roof to supplement electricity needs of the Institution
4. Deweeding & dredging out the unwanted polluting materials from the ponds of the campus.
5. Added fish lings in the pond for sustainable ecosystem of the water bodies.
6. The Science Forum of the College Organised Environment Awareness Program on Science Day.

7.2 Best Practices

Describe at least two institutional best practices:

1. Publication of wall magazine by all departments and competition among the wall magazines brought out by the departments from the science forum.
2. Emphasis on the improvement of cultural sides of the students through training and coaching.

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

<http://www.bhcollege.ac.in/gallery.aspx>

7.3 Institutional Distinctiveness

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

The vision, priority and thrust of B.H. College emphasise on the maintenance of good academic environment which eventually ensures good academic performance by the students. Simultaneously, the college puts emphasis on the co-curricular activities and extra co-curricular activities for the holistic development of the students.

In the current academic session of 2018-19, it has been observed that the UG and PG results of the college have maintained the consistency it achieved over the previous years.

Besides, the college encourages students to participate in co-curricular and extra co-curricular activities. Special measures are taken to train students in sports and culture. The students of B.H. College get qualified to participate in the main rounds of Gauhati University Youth Festival and was successful in winning a total of 9 (nine) prizes in various categories including 1st prize in Folk Orchestra and Folk Music, 2nd Prizes in Chorus, Folk Song and Folk Music. Overall B.H. College team was adjudged the 3rd best team in the Youth Festival. Moreover a student of B.H. College, Rinku Das, won 3rd prize in the Folk Musical Instrument competition held in the Inter-University National Youth Festival held at Chandigarh University in February, 2019. He also represented Gauhati University in that competition. Later he represented India in the South Asia Inter-University Youth Festival held at Raipur (Chhattisgarh) from 22-26 February, 2019.

In the arena of sports, B.H. College was chosen to host the prestigious Indu Hazarika Inter-District Football Tournament and also conducted a 5 day Volleyball Coaching Programme under the Initiative of 'Khelo India' from 22 Feb- 6 March, 2019.

Weblink: <http://www.bhcollege.ac.in/gallery.aspx>

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

B.H. College has been dynamic in approach towards imparting knowledge and wisdom ever since its inception. Therefore every year a plan of action is devised in order to keep up the paces with the rapidly changing time to maintain adequacy. The following plans of action were deemed necessary for the next year:

1. The college library covers a large area in a quiet part of the college premises. With its wide array of well organised books, journal, magazines etc., it caters to all the needs of the students. However it was felt that the conventional methods of issuing books, keeping records etc were rudimentary and not efficient. To rectify this, a plan of action was already partially implemented and completion of such shall be achieved in the next year. Moreover books and journals are most often in digital form these days and hence conversion into a digital library is of utmost need.
2. The institution caters to more than 3000 students and has a total of around 40 classrooms. It was decided that there is a need for more classrooms in order to provide students with more spacious environment to comfortably learn.
3. The institution has an indoor stadium which is lacking some sports equipments and goods for the overall development of students mind and body. Therefore purchase of sporting equipment and goods are necessary.
4. The institution is in dire need of a computer laboratory which can accommodate large number of students at once and hence establishment of a large computer laboratory is to be undertaken.
5. The institution has always promoted gender equity and aims at increasing enrolment of female students. Thus a need for new building for women's hostel was felt. Therefore in the next year a new women hostel shall be built.
6. Since UGC has decided to implement the CBCS courses from next year, formation of a CBCS committee is to be formed next session in order to analyse the CBCS syllabus prepared by the

Name: Dr. Sultan Ali Ahmed

Name : Dr. Bhushan Chandra Pathak

Sultan Ali Ahmed

Bhushan Chandra Pathak

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Coordinator, IQAC
B H College, Howly

Principal
B.H. College, Howly

Annexure I

Abbreviations:

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
