SELF STUDY REPORT

FOR

1ˢᵗ CYCLE OF ACCREDITATION

BASUGAON COLLEGE

WARD NO-3,P.O- BASUGAON , DIST. CHIRANG, BTR, ASSAM, PIN-783372
783372

www.basugaoncollege.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

January 2024

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Basugaon is a small town under Chirang district in the state of Assam. As a matter of fact, since 1947, there was no higher educational institutions in entire area of Basugaon and this college is the first college which was established on 1st September 1986 in such a remote area of Assam under Sidhi ST LAC. The intelligentsia of Basugaon and its nearby areas, irrespective of caste, creed and community, felt the necessity of establishing this higher educational institution at Basugaon that can cater quality education not only to their children but humanity at large with special emphasis on women education.

Though the regular classes of the college were started in 1986, the formal letter of permission to start 1st year classes of TDC Arts was received by the college from Gauhati University in the session 1988-89. Later the university provided permission to start 2nd and 3rd year classes from the academic session 1989-90 and 1993-94 respectively. The college received the first Govt. concurrence w.e.f. 1988-89 and the final concurrence w.e.f. 1994-95 respectively. The college got its Temporary Affiliation from Gauhati University in the year 1993-1994 and finally got Permanent Affiliation in the year 2009-2010. Now the college is also affiliated to Bodoland University, Kokrajhar.

After so many years of consistent effort and hard work by the college community, in the year 2007 the college had been included in section 2(f) & 12(B) of the UGC Act, 1956. The college was brought under Provincialized system in 2013 as per the provision of Assam Venture Educational Institutions (Provincialisation of Services) Act 2011. Though Basugaon college is an Arts College, recently in the year 2021 the Government of Assam has decided to start Science stream. The classes of B.Sc. 1st Semester gets started from the Academic Session 2023-24.

Basugaon College is situated in the very heart of Basugaon town and can easily be reached from any part of the state as well as country. It is about 7 Kms. away from its nearest National Highway 31C and 3 Kms. from the Basugaon Railway Station and 10 kms. away from New Bongaigaon Railway Junction.

Vision

- Providing quality education by imparting effective, supportive, accessible and affordable learning environment through academic pursuits and co-curricular activities and at the same time making this institution a fertile land of knowledge and education and a microcosm of brotherhood, nationalism and solidarity.

Mission

- To transform this institution into a centre of excellence.
- To work meticulously for the development of human resources.
- To maintain healthy academic environment through effective teaching-learning and extension activities.
- To establish peace, harmony and integrity among the people of different communities.
- To preserve natural resources and create a green, clean and pollution free society.

- To create awareness for education and knowledge from the very grass root level of society.
- To realize social responsibility and work together accordingly.
- To strive hard for the upliftment and empowerment of women.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- **Student-Centeredness**

One of the strengths of the college is student centeredness. The college considers every student as its valuable asset and very seriously looks into the fact that each student should get attention and importance from faculty, staff and administration.

- **Quality of Instruction**

Each of the faculty members of the college believes that one of the biggest strength of the college is its quality of education. The faculty members of this college are dedicated and highly competent and they always try their best to provide students with the best possible education, knowledge and skill they could. They accept the challenge of teaching the students who come from diverse educational and social backgrounds and take every bit of pain in moulding their personality and making them responsible members of the society with a good educational background that can enhance their reliability and possibility of self sustenance.

- **Inclusion of Department of Management and Computer Application**

In spite of being an arts college, Basugaon college is offering BBA (Bachelor of Business Administration) and BCA (Bachelor of Computer Application) programmes successfully and effectively in a very nominal fee structure. These two programmes are not offered by most of the colleges of Assam and hence Basugaon college is catering to the need of those students who want to study Management and Computer Application without going far away from their own locality due to financial hardship or other unavoidable causes.

- **Healthy and Positive work environment**

The college maintains a healthy and positive work environment. Each and every staff maintains professional ethics and follows work culture with a genuine sense of service towards the community.

- **Maintenance of Unity, integrity and Fraternity**

The college is a fertile land of knowledge and education and a microcosm of brotherhood, nationalism and

solidarity. It receives students from different caste, creed, religion and community, inculcates and develops in them a great sense of respect for other community and a strong sense of unity in diversity.

Institutional Weakness

- The college has very limited sources of income generation.
- Most of the students are from poor financial background and this affects their learning environment.

Institutional Opportunity

- The college has a strong Alumni Association and its active involvement for the wellbeing of the college can prove fruitful for the overall development of the college.

- The college has signed MOUs with other colleges and universities of state and national level for student and teacher exchange programmers, research, and employment opportunities.

- The college can offer more skill development courses to enhance students' employability.

- There is the opportunity to upgrade the certificate courses of the college into skill oriented diploma courses for better future of the students.

- College has the opportunity to work more for expanding e-learning.

- The college has the opportunity to work in the field of developing small scale and cottage industries on the basis of local resources in an innovative way.

The college has opened its science stream which will open up opportunities for students who want to pursue their education and future career in Science stream. Apart from that, the institution, in course of time, can create wide range of opportunities for scientific research and experimentation.

Institutional Challenge

- Shortage or unavailability of sufficient fund is always a challenge for which the all round development

of the college could not be achieved as desired.
- Another challenge that the college has been confronting from quite some time is the lack of proper research infrastructure due to which the college could not move forward properly in the sphere of research and development.
- Student's dropout is another major challenge of the college. The college has to face this challenge every year because most of the students of the college are from poor economic background.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Basugaon college is an affiliated college of Bodoland University under BTR in the state of Assam. Basugaon college follows the under graduate level curriculum of Arts Stream prepared by the parent University. For a smooth and systematic implementation of the Curriculum, the Academic Committee of the college prepares an Annual Academic Calendar based on the Academic Calendar of the Bodoland University. This Academic Calendar of the college is published in the Annual College Prospectus and uploaded in the college website as well as displayed on the college notice board. The Academic committee thereafter prepares a master class routine. All the heads of the departments distribute the courses of the syllabus of their respective departments amongst the departmental faculty members and prepare an effective departmental class routine. The faculty members of each department record the attendance of the students of their department in the departmental Class Attendance Register Book.

As per the guidelines of the parent university and in accordance with the academic calendar, one Sessional Examination is conducted and one Home Assignment is collected from students by each department for each semester. The Examination Committee of the college conducts the Sessional and the University Final Examinations. The faculty members of each department maintain the marks of the Sessional Examination and Home Assignment in their respective departmental progressive record books and the results and records of the Final University Examinations are maintained centrally in the office of the college.

Apart from Spoken English and Computer Courses, the college has conducted 26 number of Add-on/value-added courses in the last five years (Academic session 2018-2023) to cater to the diverse need and ability of the students as well as to make them skilled and professionals for their sustainability.

Teaching-learning and Evaluation

The admission process of the college is very transparent and follows the reservation policy as per government rules. The college abides by and follows the framework of the curriculum of BA, BSC, BBA and BCA course under Bodoland University.

The college encourages students to take part in class tests, group discussions, quiz, extempore speech, departmental seminars etc. so that they can be motivated and inspired and made an indispensable part in the entire teaching-learning process. These tests and seminars even help in assessing their potentials, area of

interests and drawbacks. The college even adopts strategies and methodologies to improve the slow learners as well as to encourage advanced learners.

In order to create a student centric environment and to make the teaching-learning experience more interesting, enjoyable and simplified, the college encourages the students to take part in Experimental, Participative and Problem Based learning.

The college has got thirty number of qualified and experienced faculties who are immensely dedicated towards their responsibilities and are trying hard to upgrade the entire teaching-learning process. They are using ICT and various online resources for effective teaching and at the same time acquainting students with the new dimension, prospects and role of technology in education.

The college has a very effective system of collecting feedbacks from its stakeholders like students, teachers, parents and pass out students. The feedback of employers of outgoing students who are employed in various professions/jobs are also collected and evaluated so that constant improvements and modifications can be made in the areas where there is scope and need for improvement.

Research, Innovations and Extension

Basugaon college always strives hard to create a favourable environment for research, innovation and extension activities. Faculty members are always encouraged to organize seminars and workshops in the college as well as to take part actively in National and International seminars organized by other higher educational institutions. Faculty members have even started obtaining Ph.D. degree and getting themselves involved in research activities. They are also publishing their research articles in national and international journals. The college has taken the keen initiative to publish at least one book or journal every year where the multilingual and multidisciplinary articles of the faculty members the college as well as of other higher educational institutions are published. The college organized national level Faculty Development Programmes (FDPs) in collaboration with IIT, Guwahati supported by MeitY. The college has even been organizing webinars in regular intervals where research papers are being presented by the faculties of the college as well as by the faculties of other colleges and universities on diverse, serious and current issues.

The college adopts one neighbouring village and is organizing activities and programmes there to sensitize and make the villagers aware of the serious issues and problems they have been facing. The college also adopts one neighbouring school and is trying its best for the overall development of the school through visiting classes and extension activities.

The college, through its various cells, has been organizing programmes and activities for the last few years which mostly include nature and bio diversity conservation, preservation of indigenous culture and traditional knowledge, gender related issues, women's issues, health and hygiene related issues, programmes on consumers' awareness and imparting knowledge for resolution of legal hassles, awareness about constitutional rights and so on.

The college has signed three number MOUs with reputed educational institutions and the collaborative works

are in progress.

Infrastructure and Learning Resources

Basugaon college spreads over an area of 4.93 acres of land with a built-up area of 5455.25 sq. meters. The college has got 19 numbers of regular class rooms with electricity and whiteboards and adequate number of desks and benches. The college offers a secured campus with RCC boundary wall, security guards and 24x7 CCTV surveillance with 15 number of CC cameras.

The college is equipped with 12 no of well-furnished departments with departmental library and computer with internet facility. The college provides students with smart and ICT enabled class room facility and separate computer laboratory with internet facility. There is Solar Energy for deduction of electricity consumption and Generators as alternate source of energy. To provide accommodation to girls who come from far off places the college has got one Girl's Hostel with 10 numbers of spacious and secured rooms along with electricity and running water, dining facilities and security measures. There are two digital classrooms with adequate ICT facilities.

The college is equipped with College Canteen, Gymnasium, Yoga Centre, Auditorium, Indoor Stadium, College Play Ground, Boy's Common Room, Girl's Common Room, Child Day Care Centre, Cycle Stand, Bike Stand, Car Parking, Filtered Drinking Water Facility, Strong Room, Store Room, Waste Management Facility, Office Room, Examination Control Room, Ramp Entry and Exit for differently able students, Flower Garden, Fruit Garden, Banana Plantation and Rain Water Harvesting System.

The college has a Central Library with 15125 numbers of books and reading facilities for students and staff along with Xerox facilities. The library offers Internet facilities, E-resources, Newspaper and Magazine, Display Board, Rare Books, Question Bank and Digital Repository (DELNET, DSPACE, NLIST, Sodhganga, NDL) etc.

Student Support and Progression

The college takes ample measures and initiatives for students' support and progression. The college has an active Student's Union and various Cells and Committees under IQAC through which the college channelizes the students to take part in various activities and programmes. Besides, a student feedback system always remains active in the college to collect the feedback of students and to take immediate measures for any of their grievances or issues.

As far as practicable, the college looks into all the diverse areas which can prove helpful for the necessary support the students can avail off and the progression they can attain. Thus apart from the scholarships provided by the Government, the college has been providing free ships to the students belonging to BPL Category under a scheme of the Government of Assam.

In order to improve sustainability and ascertain job infallibility, the college, in each academic session, through

its various departments, has been offering the students skill enhancement and value-based add-on courses.

There are various Cells and Committees like Anti-ragging and Sexual harrassment Cell, Grievance Redressal Cell etc. which constantly monitor and keep tract of the various issues and grievances of the students and try to redress of those grievances at the earliest convenience.

There are Sport and Cultural Cells under the IQAC of the college which organize various games and sports competitions and cultural activities and thereby create platform for the students to identify their talent and inspire and promote them to fulfil their dreams and ambitions.

The college organizes career counselling and personality development programmes in regular intervals to improve the overall personalities of the students. The college has its Red Ribbon Cell, Women Empowerment Cell and NSS Unit which, through their events and programmes, always try to provide students with the necessary help and benefit and infuse in them the much needed sense of compassion, fellow-feeling, solidarity, unity and nationalism.

The college has an active Alumni Association that keeps an eye on the various activities of the college and remains ever ready with its necessary help and suggestions as and when required.

Governance, Leadership and Management

Basugaon college is a well governed institution. The college maintains a systematic structure of a well managed organizational hierarchy that supports and properly manages the process of decentralization and effective decision making, policy evolving and strategy development of the college. The college functions in compliance with the direction and the norms of all its statutory bodies and it has crafted effective welfare measures for its teaching and non-teaching staff. The college works for developing human resources and to achieve this end it distributes the responsibilities to the heads of departments and to its committees and cells involving teaching, non-teaching staff and student representatives. The college has introduced e-governance in admission, examination and in finance and accounting. The college also encourages the teaching and non-teaching staff to upgrade their knowledge, skill and competency. They are always inspired and motivated to attend Faculty Development Programmes and participate in seminars, workshops, short-term and other skill enhancement courses. The college has a mechanism for internal and external financial audits. The college infuses team spirit and co-operation amongst the students which is evident in College Week and in various programmes and events of the college and in the departmental activities. The Students' Union Body of the college ensures the full participation of the students in various activities.

The college follows all the rules and guidelines of its parent university, UGC and State Government for

employment, admission, utilization of funds, maintaining discipline and taking care of the overall management. The Governing body of the college supervises the smooth functioning of the administrative and academic well being of the college. The college construction committee monitors the infrastructural development of the college and estimates the fund allocation in different developmental schemes.

The IQAC of Basugaon college takes care of the regular planning and execution of all the quality initiative and quality assurance measures. The main task of the IQAC is to effectively plan all quality measures to enhance and sustain quality in all the activities of the institution. It is even working hard for effectively planning and implementing NEP in the coming academic session.

Institutional Values and Best Practices

Basugaon college gives utmost priority to its institutional values and best practices. The college is very much determined in upholding its moral principles and values. Special importance is given in inculcating basic values and creating a strong of responsibility towards the environment and community.

The college firmly believes that community service is a noble service towards humanity and to materialize this belief the all the cells and committees under IQAC as well as the departments of the college organize events, programmes and extra-curricular activities. Thus, through these events and activities, the college promotes gender equality and women empowerment and sensitizes students and the people of the neighbouring areas of their fundamental rights and liberties and about their health, hygiene and sanitation, motivates them to preserve nature and natural resources and infuses in them a strong sense of unity, fellow-feeling , empathy and tolerance.

The college takes keen initiatives to keep the campus clean and green. A waste management system has been implemented for this purpose. To reduce energy consumption and to keep the supply of energy uninterrupted, solar energy and other alternative energy sources have been adopted.

The college has done its Environment and Energy audits, Green audit, Academic audit etc. for its self-analysis and development. To facilitate the Divyangjan students, a few ramps, disabled friendly toilets etc. have been constructed in the campus.

The college has taken up two practices as its Best Practices so that it can keep on rendering its service towards humanity and in the process can keep imparting values, morals and a strong sense of responsibility to the students as well as the society.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	BASUGAON COLLEGE
Address	ward no-3,P.O- Basugaon , Dist. Chirang, BTR, Assam, Pin-783372
City	Basugaon
State	Assam
Pin	783372
Website	www.basugaoncollege.ac.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	Ranen Chandra Muchahary	3661-299979	9435482900	-	pri.basugaoncollege @gmail.com
IQAC / CIQA coordinator	Mayemun Ali	3661-299979	9954378216	-	mayemunali56@g mail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Day

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

State	University name	Document
Assam	Bodoland University	[View Document](#)

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	22-03-2007	[View Document](#)
12B of UGC	22-03-2007	[View Document](#)

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus

Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	ward no-3,P.O- Basugaon , Dist. Chirang, BTR, Assam, Pin-783372	Semi-urban	4.93	5455.25

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Assamese,	36	HS PASS	Assamese	25	4
UG	BA,Bengali,	36	HS PASS	Bengali	10	0
UG	BA,Bodo,	36	HS PASS	Bodo	35	16
UG	BA,Economics,	36	HS PASS	English + Assamese	10	1
UG	BA,Education,	36	HS PASS	English + Assamese	30	12
UG	BA,English,	36	HS PASS	English + Assamese	20	6
UG	BA,History,	36	HS PASS	English + Assamese	10	6
UG	BA,Mathematics,	36	HS PASS	English	10	0
UG	BA,Philosophy,	36	HS PASS	English + Assamese	40	0
UG	BA,Political Science,	36	HS PASS	English + Assamese	20	20
UG	BBA,B B A,	36	HS PASS	English	25	15
UG	BCA,B C A,	36	HS PASS	English	15	12

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				20			
Recruited	0	0	0	0	0	0	0	0	14	5	0	19
Yet to Recruit	0				0				1			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				11			
Recruited	0	0	0	0	0	0	0	0	5	6	0	11
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				9
Recruited	8	1	0	9
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				8
Recruited	5	3	0	8
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	4	1	0	5
M.Phil.	0	0	0	0	0	0	7	2	0	9
PG	0	0	0	0	0	0	3	2	0	5
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	5	6	0	11
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	125	0	0	0	125
	Female	132	0	0	0	132
	Others	0	0	0	0	0
Certificate / Awareness	Male	74	0	0	0	74
	Female	79	0	0	0	79
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	11	26	23	16
	Female	25	32	21	13
	Others	0	0	0	0
ST	Male	35	110	78	44
	Female	28	122	117	59
	Others	0	0	0	0
OBC	Male	46	72	78	65
	Female	42	85	52	56
	Others	0	0	0	0
General	Male	33	91	71	52
	Female	37	79	58	45
	Others	0	0	0	0
Others	Male	0	1	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		257	618	498	350

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	Students are encouraged to undergo minor/major projects on diverse issues and topics by those departments where project works are needed. The college offers Spoken English and Computer Application certificate courses. The college offers add-on courses on multidisciplinary/interdisciplinary topics and skill-based subjects through its departments. The college has signed MOUs with two higher educational institutions and the faculty exchange as well as the sharing and exchange of knowledge on diverse areas with these higher educational institutions are going on strategically.
2. Academic bank of credits (ABC):	The college has not yet registered under ABC but will do so as soon as it gets order or instruction from its parent university.
3. Skill development:	The college offers SECs (Skill Enhancement Courses) through all departments as included in the syllabus prepared by the parent University. The College offers Spoken English Course as an important skill development course which can enhance the English language skill of the students. The college has constantly been motivating its students to get enrolled in the online courses conducted under MOOC, edX, Coursera etc. The college is even considering the inclusion of certain online courses as its add-on skill development course at the earliest convenience.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	The College has been organizing workshops on Indian culture and tradition, traditional Indian music and dance, traditional Indian food etc. In order to make students realize the importance of Indian regional languages, the college offers Assamese, Bodo and Bengali as MIL subjects and the students offering these subjects are taught in their respective regional languages. To promote regional Indian languages and to familiarize students with the vast and rich source of the history and literary activities of these languages, the Assamese, Bodo and Bengali departments have been organizing their departmental seminars and observing significant days and events in regular intervals. The college has even been offering add-on and certificate courses on Indian Knowledge system. It has plans to introduce online courses on Indian Language, culture and tradition in the near future.

5. Focus on Outcome based education (OBE):	To emphasize on outcome based education, the college has already started two courses namely 'Spoken English' and 'Computer Application'. It has plans and vision to incorporate more such courses from the coming academic year where focus will mainly be on outcome based education.
6. Distance education/online education:	The college is planning to offer certificate and degree programmes through distance/online mode very soon. After having initiated from the period of lockdown, to complete the syllabus in due course of time effectively and in a student friendly manner, the faculties have been taking classes through various platforms like Google Class Room, Google Meet, etc. To make the process of teaching-learning more advanced, technology based, globally acceptable and effective, the college has added various technological tools like computers, Learning Management System, Google Workspace, LCD Projector, Interactive Display Panel, Wi-fi and so on.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Yes. Electoral Literacy Club(ELC) has been set up in the college w.e.f. from 26th April 2023. The nodal officer is Deep Medhi, Assistant Professor, Dept. of Political Science.
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	The student's co-ordinator has been appointed from the registered members of ELC. The student co-ordinator is Sri Pradip Kr. Baruah the members are from the students and from faculty members- (a) Mr. Pranoy Narzary, Dept. of Political Science, (b) Dr. Ardhendu Kr. Nandi, Dept. of Mathematics. ELC of Basugaon College is functional and it's representative in character. There are altogether 275 members of students registered in the Club.
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under	The activities include (1) Promote awareness of Right to Vote among students, Faculty members and Community at large. (2) ELC works to educate the future Voters about enrollment and electoral process like EVM/VVPAT. (3) To develop a culture of electoral participation and maximize the ethical voting and follow the principle "Every vote counts" and No voters to be left behind.

privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	Socially relevant initiatives was taken by the college and observed 25th January National Voters Day to aware the student's community.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	We hang notices on the notice display board regarding the latest information published in the Election Commission Website. The necessity of exercising voting rights explained to students through meetings.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
947	1466	1199	1043	1038

File Description	Document
Upload Supporting Document	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 34

File Description	Document
Upload Supporting Document	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2.2

Number of teaching staff / full time teachers year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
30	31	31	31	31

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
126.03	115.97	70.58	65.56	60.40

File Description	Document
Upload Supporting Document	View Document

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

As per the regulations of Gauhati University, Guwahati, Basugaon College has implemented Choice Based Credit System (CBCS) in 2019 in all the departments. In the year 2020 Basugaon college has been included under the Bodoland university and same system was implemented following the regulations of Bodoland university. This college has well-planned Outcome Based Education (OBE) process for the purpose to implement and to delivery the curriculum to make the students socially committed, employable.

Curriculum Delivery and planning process

- At the beginning of every new academic year IQAC of the college conducts a meeting to adjust the syllabus for each subject.
- An Annual Academic Plan is prepared by the academic committee as per academic calendar of the college on the basis of the university academic calendar and departmental academic plans. The departmental plans are displayed on the notice board of department.
- The prospectus committee design the prospectus of the college disseminating the information regarding programmes and courses. All the details like programmes outcomes,course outcomes, syllabi, weightage of internal and external examinations are communicated through college website. University old question papers and question bank containing model question papers are available in the college website.
- The college timetable is prepared by the college and it is available in the college website.
- The college has online academic monitoring system.Every department of the college submit the academic performance to IQAC for academic review and in online system teachers activities are monitored by Google workplace.
- The college has facilities of using ICT, E-Learning resources and subject-wise softwares and these are taken in curriculum delivery of PPT, subject related video, audio clips etc.

- Curricular implementation process :

- If any new programme is introduced HOD asked the faculties to prepare the course and programme out come and the same is approved by the Departmental Advisory committee.
- Faculty members uses the Google class room for online class.
- To make the learning student centric the college organizes Industrial visit, Seminars, workshop, Quiz competition, meet with academic expert and Industrial expert.
- The college conducts the internal assessment in every semester and after that meeting is held

in department and with the parents.
- Remedial classes are also conducted for the students who are slow learner.
- Course completion report for each semester is prepared by the department and the seme is submitted to the IQAC of the college.
- The college communicate the curriculum feedback received from the students, Teachers, Parents and Employers to the Governing Body of the college.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 30

File Description	Document
List of students and the attendance sheet for the above mentioned programs	[View Document](#)
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Evidence of course completion, like course completion certificate etc. Apart from the above:	[View Document](#)

Other Upload Files	
1	[View Document](#)

1.2.2

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 13

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
318	206	0	128	88

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.3 Curriculum Enrichment

1.3.1

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum

Response:

Being an affiliated college, Basugaon College very carefully follows the curriculum prescibed by the universities (GU and BU). The university interates cross cutting issues relevant to professional Ethics, Gender, Human values, Environment and sustainability into the curriculum. Crosscutting issues are addressed by the curriculum itself and they are effectively transacted to the students both in the class room and out side.

Gender Issues:- The curriculum of different subjects like English, History, Political science Education, Economics,Bodo, Assamese under Bodoland University and Gauhati University include issues relating to Gender sanctity. Gender includes gender inequalities, sexual harassment, abuse etc. The transaction of various courses has a strong focus on Gender issues in socialization of students. Gender issues are celebrated and organized by N.S.S., Woman cell and sexual harassment cell of Basugaon College.

Environment and sustainability :- The curriculum of different subjects under the Bodoland University and Gauhati University at UG level includes Environmental and Sustainability issues like climate change, Sustainable Development, Chipco Movement, Global warming, Pollution and Ecological imbalance etc. Basugaon College runs a compulsory paper for all called Environmental Studies (EVS) in the UG 2nd semester, which deals with environment protection and sustainability.

The students of this College are made aware of the concept of sustainability. N.S.S. and Green Cell of Basugaon College promote environmental awareness through Tree plantation, Village cleanliness, Plastic free drives and rallies on other environment issues. This College is using LED lights to save energy and minimize environment pollution.

Human values and professional Ethics:- Basugaon College taught and developed Human Values and Professional Ethics among the students as these are the part of syllabus. Different subjects and Topics related to Human Values and Professional Ethics are National Integration, Role of celebration of Indian festival, Moral Degradation, Code of Ethics for teachers, Professional Ethics and Human Rights.

This College organises various extension activities through N.S.S. and efferent cells for the influencing of values like National Integrity, Patriotism, Equality, Peace, Brotherhood etc. Tobacco and Drags free camps are also organized.

The cross cutting issues are also an important part of the students' co-curricular activities. The cross cutting issues find a collective space in numerous co-curricular and cultural activities. Basugaon College also has conducted various cultural activities which is extra distinctiveness from other colleges.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

1.3.2

Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 28.83

1.3.2.1 **Number of students undertaking project work/field work / internships**

Response: 273

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.4 Feedback System

1.4.1

Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website

File Description	Document
Feedback analysis report submitted to appropriate bodies	[View Document](#)
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	[View Document](#)
Action taken report on the feedback analysis	[View Document](#)
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 81.02

2.1.1.1 **Number of seats filled year wise during last five years (Only first year admissions to be considered)**

2022-23	2021-22	2020-21	2019-20	2018-19
257	618	498	350	351

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
440	635	635	425	425

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Final admission list as published by the HEI and endorsed by the competent authority	[View Document](#)
Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.	[View Document](#)

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 74.84

2.1.2.1 **Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)**

2022-23	2021-22	2020-21	2019-20	2018-19
141	201	198	134	135

2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
187	267	267	180	180

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	[View Document](#)
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	[View Document](#)

2.2 Student Teacher Ratio

2.2.1

Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response: 31.57

2.3 Teaching- Learning Process

2.3.1

Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

All the teachers along with conventional lecture methods, also adopted a students-centric learning approach.

Group activities like group discussion, fieldwork, excursions, project preparation, etc. are undertaken to strengthen the knowledge base of the students and also to contribute to skill development. Some new skill and personality development courses have been introduced in the college to acquaint the students with practical knowledge outside classroom teachings. Feedbacks are taken from students by teachers to develop their skills of teaching, interaction, collaboration, etc. At the same time, teachers are discouraged from giving readymade notes to students, so that they can prepare their lessons themselves.

1. Experiential Learning:

- The conventional use of laboratories by the Department of B.C.A. and psychological laboratories used by the Department of Education.
- Students learn from their experiences during activities assigned to them such as seminars on various topics, students learn from their social responsibility through participating in tree plantation programme in college, neighboring areas and adopted village.
- College is equipped with smart classroom which help them to ICT enabled class. Online classes, downloading subject related video showing to students.
- E-library facilities also help students in self learning process and enhance their knowledge.
- Field visit, industrial visit also done by each department.

2. Participating Learning:

- Students of our college actively participate in group discussion, debate and teaching in neighboring school as a part of skill enhancement course.
- Workshop on folk dance and folk instruments organized by cultural cell include participatory learning.
- Use of technology in teaching learning example- seminar, webinar, Google meet, Google classroom, you-tube also help participative learning.
- Project reports are prepared by students with real world problems which help students to interact with village people.

3 . Problem based Learning:

- Online Test, MCQ, Quiz, field trip, industrial visit, is organized to student's involvement in real world problems to solve, often in a collaborative setting.

- Students join in inter-college competitions also help them to problem-based learning

Project work with data analysis of some Department also help them to problem-based learning.

Teachers use ICT enabled tools for effective teaching learning process.

The college has Digital classrooms, computer labs and Wi-Fi facility are available to take ICT classes by the faculty members. Faculty members use ICT tools. They take online classes through Google class, Google meet, Zoom apps conducted online Quiz, Assignment. They also take digital classes with the LED projector and screen. IQAC (Research cell) has conducted FDP, webinar . Library is updated with online resources, N-list are provided free of cost. Some classroom are equipped with projector for teaching with e-learning resources to make the teaching interesting and interactive. Faculties are encouraged to take class with power point presentation, use google meet, Zoom, google classroom.

File Description	Document
Provide Link for Additional information	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1

Percentage of full-time teachers against sanctioned posts during the last five years

Response: 99.35

2.4.1.1 **Number of sanctioned posts year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
31	31	31	31	31

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	[View Document](#)

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response: 25.97

2.4.2.1 **Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
13	5	4	9	9

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	View Document
Institution data in the prescribed format	View Document
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awareded by UGC recognized universities	View Document

2.5 Evaluation Process and Reforms

2.5.1

Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

Our institution is now under Bodoland University from 2020. As per the university rules 80 marks are allotted for the end semester and 20 marks are allotted for internal assessment.

·   Institute's primary focus is on strengthening teaching learning process through rigorous assessment and evaluation. For this purpose,the college has provided guidelines for faculty to ensure transparency through notification.

·   Besides the Department allot specific topics for home assignment. Departments regularly conduct seminars and quiz competitions.

·   Moreover teacher of every department monitor the attendance of the students. We have separate Examination committee . Samples of questions papers displayed to students to make them familiar with the university examination pattern. Repeat test are sometimes conducted to offer the students an opportunity to improve students better performance and take appropriate remedial measures. The Departments are instructed to arrange re test for the students who have failed to appear in the internal Examination on the scheduled date due to some unavoidable circumstances.

·   The Answer scripts are discussed with the students for identifying the weakness of the students. Marks are sent to the concerned University. Further the scripts are preserved for submission to the university on demand.. Students are allowed to raise their queries about the marks they have obtained in their department.

· The HOD of each department is entrusted to look into the grievances of the students with utmost care for ensuring transparency and reliability in the internal evaluation system. Education Dept have one practical paper which was conducted in presence of university appointed external from other college and for project paper external was appointed from other departments of our college. All the grievances are solved by the Department, Examination committee and Grievance Redressal Cell of the college.

· In case students found using unfair means the invigilator warns for first time but if repeated, students was expelled . Bodoland University examination process (for UG colleges) is controlled entirely at the University level.. Answer scripts are evaluated at some specific colleges under Micro-Zone level, appointed by the University. The seat plan is arranged in the examination hall for the smooth conduct of each examination. Grievances of the Students, during the conduct of the examination, are handled by the examination committee of the college. Examination related grievances, after the publication of the results, are dealt with B.U examination branch.

· Regarding the Internal Assessment related grievances (if any), the academic convenor goes through written complaint of the concerned student duly forwarded by the principal are solved at the university level. The students can approach to the university level if they are not satisfied with the decisions adopted in the institutional level. Application forwarded by principal is submitted to the controller of Bodoland university for last 3rd semester final result. There is a specific mechanism of University for re-evaluation of Answer scripts. The college provide time bound,transparent,solution for examination related grievances.

File Description	Document
Upload Additional information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

1.The college has a website on which the details of courses offered by all department of the college are clearly uploaded. Further the strength of the departments regarding faculty members are also mentioned along with the Academic calendar.

2.Course outcome have been prepared and displayed in the respective departments for the Knowledge of the students. All these outcomes are also informed to the parents before starting the admission process and the students in the orientation program.

The Admission Committee finalizes and publish a prospectus prior to the admission of every new academic session which contains all admission related information such as list of courses offered, admission procedure, fees structure, number of seats available in hostel and other facilities for the

students are uploaded on the college website.

2.6.2 Attainment of programme outcomes and course outcome are evaluated by the institution.

Response-

The college has clearly stated learning outcomes. In the beginning of the session the outcomes are stated in the academic meetings. The program specific outcomes and course outcomes are evaluated at the university level after the semester end examination. The college evaluates the outcome with the help of problem solving method, industrial visit, survey, project work, field reports, laboratory practical, group discussion,excursions,etc

To make the teaching learning process more effective students feedback on teaching process are collected and evaluated for attainment of Cos and POs.

The institution depends on internal Examination and university examinations to determine outcomes of students' learning. The Academic Committee of the college regulates and collects the data of the two sessional examinations. Accordingly, the Academic Committee monitors the performance of the students and asks respective departments to take steps accordingly for overcoming low performance in specific subjects.

The institution conducts periodical internal examinations and class tests to monitor and acquire specific knowledge of the students. Thereafter performance of the students is analysed and subsequently strategies like remedial classes, surprised test, are arranged for weak students. The institution and individual teachers use assessment/ evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning. The honours course students are given project works and assignments and emphasis is given on them to make them competent for higher studies as well as job markets. On the basis of sessional, class test performance concern department make arrangement for remedial classes for weak students.

Programme specific outcomes are measured through both academic and non-academic performances of the students. The performance of the students in the internal and external examinations, in the practical and assignments, participation in class activities, role in the departmental activities are some of the means by which programme specific outcomes are measured. Students are also encouraged to take part in quiz, seminars ,Debate etc. organized by college and inter state , inter- district competitions

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

Evaluation of POs and Cos is an ongoing process and institution should be committed to continuous improvement based on the assessment findings. Regular reviews and adjustment help ensure that the educational program remains effective and aligned with its intended outcome.

Mechanism for redressal of grievances related to internal examinations:

We can measure students achievement of these outcome such as essay, presentation and research article. The answer scripts of the sessional examinations are shown to the students for self-evaluations. In case of any doubt regarding evaluation, the students can freely discuss their problems with the respective teachers.

This practice helps to a great extent in reducing the grievances regarding assessment of the answer scripts.

Grievances related to marks obtained by students in seminars and group discussions are solved in the class itself through open discussion among the students and the teachers.

Total attendances of the students are shown to the students as well as to their guardians, so that in case of any grievances related to marks allotted for attendance can be resolved efficiently.

In case of any grievance related to internal examination the students can also approach grievance cell for redressal of their problems.

The students can also approach their respective mentors for redressal of grievances related to internal examination.

Mechanism for redressal of grievances related to external examinations:

In case of any doubt regarding the marks obtained in an external examination a student can apply for re-scrutiny of the answer scripts in a prescribed format.

The students can also take the help of RTI (Right to Information) for redressal of grievances. For this purpose the students can approach the teachers for guidance.

The period for RTI application lasts for 1months from declaration of the result so that the students can get ample time to rectify the results.

In case the students are not satisfied with the marks after re-scrutiny, they can resort to RTI within

stipulated time.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6.3

Pass percentage of Students during last five years (excluding backlog students)

Response: 56.78

2.6.3.1 **Number of final year students who passed the university examination year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
155	192	104	97	84

2.6.3.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
241	255	201	192	224

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	[View Document](#)
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1

Online student satisfaction survey regarding teaching learning process

Response: 3.42

File Description	Document
Upload database of all students on roll as per data template	View Document

2.7.1

Online student satisfaction survey regarding teaching learning process

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1

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

Response: 0

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS),including awareness   about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

Being an undergraduate college, the Basugaon College has created different ecosystem for innovation , Indian Knowledge system (IKS), including awareness about IPR, incubation centre and other initiatives for the creation and transfer of knowledge/ technology. The college has created an innovation ecosystem wherein both teacher and student innovators has been encouraged to bring with ideas which has potential to develop commercially related products. Some special steps are adopted to achieve innovative idea which includes Industrial visit, Institute interactions, Research development activities, internship, health related programs; project writing, entrepreneurship, Talent hunt, workshop on Bihu/ Baishagu, workshop on traditional instrument development activities and encouraging intellectual property generation. The main objective of Research and publication committee is to promote research culture among students and staff. The committee charted a well-defined research policy and has carried out several activities. Faculties are encouraged to enhance their knowledge through research fellowships and training programmes. The institution has encouraged staff to attend and present their paper in national and international seminars, workshops and conference in all the activities initiatives are taken by the cells and departments. Different initiatives are intended to develop a unique campus community alliance as well

incubating the core knowledge by involving our students with the practical realities of our society. To make them career concern as well as to have awareness about social issues, some activities and awareness programmes were conducted. Innovation system has a great aspect of interest including academic, cultural, social, artistic, athletic and vocational terms. It aims to foster holistic development by nurturing cognitive, emotional, social, and physical aspects of individuals. These activities improve existing knowledge and acquiring new skills. Leadership, communication problem solving such a character can be developed only exercising these activities. The most important character to build confidence can be acquired from these external activities. Therefore, innovative ideas play a vital role in shaping a student by providing a diverse range of experiences and opportunities for their personal development as well as the society.

- Art competition
- Talent Hunt
- Workshop On Bihu Dance
- Workshop on Bwishagu Dance
- Workshop on traditional instrument learning
- Industrial Visit Programme
- Basugaon college has created an ecosystem for Research and Innovation by-
- (i) recruiting and developing desirable human resource,
- (ii) taking initiative for creation and dissemination of knowledge

College and local community alliance

To strengthen the lower section of the society and the students, our institution has organized different activities such as

- Promoting cultural Heritage of different community.
- National integration Programme (Rashtriyo Ekta Divas)
- Awareness of Covid_19 Care
- Mission Green and Clean
- Road safety Awareness Programme
- Legal awareness Camp
- Awareness on Consumers Right
- Unity Run programme of different communities
- Spot Drawing, Poem and Essay writing competition.
- Important Site Visit programmes
- Industrial Visit Programme.
- Conduct of Games and Sports, Inter-college Sports Meet
- Workshop On Bihu/ Bwishagu Dance
- Workshop on traditional instrument learning
- Awareness of Book reading
- Programme of Talent Hunt
- Women empowerment Programme
- Workshop on Yoga

File Description	Document
Upload Additional information	[View Document](#)

3.2.2

Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 38

3.2.2.1 **Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
16	13	5	3	1

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.3 Research Publications and Awards

3.3.1

Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 0.12

3.3.1.1 **Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
1	1	2	0	0

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	[View Document](#)
Link to re-directing to journal source-cite website in case of digital journals	[View Document](#)
Links to the papers published in journals listed in UGC CARE list or	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.3.2

Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 1.06

3.3.2.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
15	12	3	3	3

File Description	Document
List of chapter/book along with the links redirecting to the source website	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.4 Extension Activities

3.4.1

Outcomes of Extension activities in the neighborhood community in terms of impact and

sensitizing the students to social issues for their holistic development during the last five years.

Response:

Basugaon college has aimed to foster holistic development by nurturing cognitive, emotional, social, and physical aspects of individuals. These activities improve existing knowledge and acquiring new skills. Leadership, communication problem solving such a character can be developed only exercising these activities. It has a great impact and senitized the students to social issues for their holistic development in the last five year.

College and local community alliance

To strengthen the lower section of the society and the students our institution has organized different activities such as

- Promoting cultural Heritage of different community.
- National integration Programme (Rashtriyo Ekta Divas)
- Awareness of Covid_19 Care Art competition
- Talent Hunt
- Workshop On Bihu Dance
- Workshop on Bwishagu Dance
- Workshop on traditional instrument learning
- Industrial Visit Programme
- Mission Green and Clean
- Road safety Awareness Programme
- Legal awareness Camp
- Awareness on Consumers Right
- Unity Run programme of different communities
- Spot Drawing, Poem and Essay writing competition.
- Important Site Visit programmes
- Industrial Visit Programme.
- Conduct of Games and Sports, Inter-college Sports Meet
- Workshop On Bihu/ Bwishagu Dance
- Workshop on traditional instrument learning
- Awareness on Book reading
- Programme of Talent Hunt
- Women empowerment Programme
- Workshop on Yoga

Health Related Activity:

1. Blood related Camp
2. Blood group Directory
3. Identification of blood related disease
4. Curing the patient with Hospital MOU
5. Urban Donation camp awareness
6. HIV/AIDS awareness
7. Anti drug activity

8. Maintenance of health related activity**.**
9. Health Check up Camp

Solar related activity:

1. **Awareness of energy savings**
2. **Solar related factory Visit**

Water related activity:

1. **Scarcity of Water**
2. **Maintenance of water bodies. River, damp, lake, public pond**
3. **Water related awareness programme.**
4. **Conservation of water**

Subject related: Current event related (5 years activity)

Beti Bachao Beti Podhao taken the programme for the encouragement of female students.

Helping the physically challenge student: with an objective to help the physically handicapped students our college has taken initiated.

- Providing wheel Chair
- Financial assistance for medical care

Conservation of Environment: From the long years our college initiated different strategic programmes for conserving the environment of the locality.

- World Environmental day Celebration
- Plantation of saplings inside and outside the college campus.
- Mission Green and Clean.
- Beat plastic pollution.
- Conserving and Use of solar energy.

Women Empowerment: For empowering the women folk of the area our college initiated the following activities.

- Arranged Food festival programmes among the women
- Workshop on Cutting and tailoring.
- An awareness programme on women Empowerment.
- Felicitation programme for winner of Beauty contest and Martial art.
- Gender champion Programme.

- Awareness programme on health and hygiene.

File Description	Document
Upload Additional information	[View Document](#)

3.4.2

Awards and recognitions received for extension activities from government / government recognised bodies

Response:

Our college has received awards and recognition for outstanding extension activities. These accolades come from esteem government and government recognized bodies, highlighting the impactful contributions our students / team has made to the community. We have received different prestigious awards and reorganization from different government /government recognized organization for our innovative and effective extension programme. The awards underscore our dedication to creating positive sense and addressing pressing societal issues. It has given our students an immense courage towards the zenith of development.

We are delighted to have been recognized by the University of Science and Technology, Meghalaya for outstanding showcasing in various activities conducted during the **North East Graduate Congress from 7th to 9th April, 2023**. This acknowledgement is a testament to the dedication and hard work of our team members. Who have consistently demonstrated a passion for making a meaningful difference in the lives of those we serve.

Again we have to mention the appreciation received from Ayushman Bhav-Seva Pakhwada for organizing a camp on Blood donation at our college campus with blood bank of JSB civil Hospital, Chirang, Assam on 5th June,2023. This benevolent gesture of donating blood will help in saving precious human life. The blood bank of JSB civil hospital , Chirang appreciated for this novel deed of our students/team.

Our students and team members have received the prestigious certificate of appreciation from the Ministry of Culture Government of India for participating the glorious event Azadi ka Amrit Mahatsav. Our team members contributed tremendously for the development of Regional language and literature and received the prestigious certificate of life membership at Bodo Writers Academy, a government-registered organization.

The young and energetic fellow of our college has contributed by participating in different extension activities and exposing their talent in different field and received trophies, medals and certificates of proficiency. These brought lot of inspiration and encouragement to themselves as well as to the younger generation in the society.

These awards and recognitions not only honor to our institution but also serve as a source of inspiration for our students/team to further excel in our extension activities. We remain committed to our mission of

fostering positive social change, and these accolades reinforce the importance of collaboration, innovation, and dedication in achieving our goals.

File Description	Document
Upload Additional information	View Document

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 29

3.4.3.1 **Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
17	5	3	3	1

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	View Document
Institutional data in the prescribed format	View Document
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	View Document

3.5 Collaboration

3.5.1

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 12

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	[View Document](#)
List of year wise activities and exchange should be provided	[View Document](#)
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

- **teaching – learning, viz., classrooms, laboratories, computing equipment etc**
- **ICT – enabled facilities such as smart class, LMS etc.**

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

The Institution has adequate infrastructure and other facilities as follows:

Classroom Facilities:

- There are 19 (nineteen) classrooms out of which 01(one) is smart Classroom and 3 (three) are ICT enabled classrooms.
- Classrooms are well constructed, spacious, hygienic, well ventilated with white board and furniture.
- There are separate rooms for each department which are equipped with desktop computers and necessary furniture.

Laboratory Facilities:

- There are well equipped laboratories for the department of Education and Computer Science.

Computer Facilities:

- There are total 45 (forty-five) computers in the College out of which 38 computers are used for academic purposes.

ICT – Enabled Facilities:

- The institution has an interactive LED display and it is used for smart classroom.
- There are three display screens for ICT enabled classrooms.
- There are 02 (Two) movable projectors for 6 (Six) classrooms to provide ICT facilities to these classrooms as and when needed.

Facilities for Cultural Activities:

Basugaon College encourages students to actively participate in cultural activities. There is one Cultural Cell in the college under IQAC which looks into all the cultural activities. It works with the Cultural Wing of the Students' Union Body.

The College has following facilities in this respect:

- A variety of indigenous and modern musical instruments for classical, modern and folk music.
- Training on traditional song and dance forms of Assam through professional experts.
- One well equipped **auditorium** for dance and musical performances.

Sports Facilities:

Basugaon college gives enough emphasis on games and sports and looks into it that the students should take active part in various games and sports in accordance with their interest and ability. There is one Games and Sports cell in the college under IQAC and there are students' representatives for indoor and

outdoor games from Student's Union Body.

- The College has a spacious playground for outdoor games.
- The College has an Indoor Sports Complex for conducting the indoor games.
- There are sports items, sportswear and kits for players.

Gymnasium, Yoga & Meditation Centre:

- The college provides a well equipped 'Gymnasium, Yoga & Meditation Centre' with latest equipments for regular work out, physical training and yoga.

Other Facilities:

- Rajacharang (Rajasrang) – A religious heritage centre
- Rooms for Grievance Redressal Cell, Counselling Centre, IQAC, Boys' Common Room and Girls' Common Room.

- Examination Control Room.
- Conference Hall
- Strong Room
- Day Care Centre
- Ramps and wheel chair
- Canteen service for staff and students
- Water storage Tank
- Water purifying systems
- Secured hostel facility for girls
- Medicinal Plant Garden
- Organic Fruit Garden
- Flower Garden
- Two generators and Solar Panels (system) as alternate sources of energy
- Separate toilet facilities for gents and ladies
- The college offers a secured campus with RCC boundary wall, security guards and 24x7 CCTV surveillance.
- Rain Water Harvesting System for optimum use of rain water.
- One Child Care Unit.
- Waste Management Facility.
- Cycle Stand, Bike Stand and Car Parking.

File Description	Document
Upload Additional information	[View Document](#)

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 10.03

4.1.2.1 **Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
2.13	31.38	1.16	6.68	2.64

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	[View Document](#)

4.2 Library as a Learning Resource

4.2.1

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

Basugaon College Central Library is situated in the ground floor of a building situated in the middle part of the college premises. The library is comprised of 15502 books with a seating capacity of 40. The library is semi-automated with the latest library management software solution KOHA and provides a reader friendly interface for searching resources in the library along with its availability of status.

Name of ILMS Software: KOHA

- Nature of automation: Semi-Automation

- Server Version: Koha 23.05.01
- Year of automation: 2022
- Library link:

Features of KOHA:

- Koha is a web OPAC integrated library software system(ILS)
- User friendly search interface
- Koha software is multilingual and transferable
- Koha's online Public Access Catalogue, Circulation management and self check out interfaces are based on upgraded technology.

Library Sections:

- Circulation Section
- Periodical Section
- Reprography Section- Print, Photocopy and Scan
- Reading facilities for students and teachers staff separately**.**

Library Services:

- Subscription of various journals-Print and Online
- Reference service
- The library has open access system
- E-book access for all users
- Orientation programmes for new members
- Digital repository consisting theses, dissertations and question papers.
- Reprographic Facility Remote access to the various digitized materials.
- Digital Learning for electronic content learning.
- CCTV surveillance for security reinforcement.

The library caters as per the needs of students and staff such as:

1. Text Books are made available for staff and students.

2. Students and staff can borrow the books and text books.

3. Reference books are made available for students and the staff.

4. Library time-table is followed for students and staff.

5. At the time of examination library time is extended for the benefit of the Students.

6. Arrivals of new books, magazines are displayed on the notice board.

File Description	Document
Upload Additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

- The College has a tie-up with Tech Cube, Kokrajhar for maintenance and regular update of IT facilities.
- The IT infrastructure of the institute comprises 45 computers linked with Wi- Fi LAN.

- The Library has regular subscription of E-journals and E-books via INFLIBNET.
- There are three display screens for ICT enabled classrooms with three projectors along with two movable projectors.
- The institution has an interactive LED display and it is used for smart classroom.
- Use of learning management system like Google Classroom.
- All departments are equipped with computers and Wi-Fi connectivity.
- Institute provides open Wi-Fi facilities for pupils and teachers.
- Institute has a Dynamic Website and active social media platforms like Facebook.
- Biometric attendance for teaching and non teaching employees of the college.
- The college has three Photo-Copier machines which are dedicatedly used for the teachers, employees and students.
- The college has seven printers.
- The institution uses Google Meet, Zoom Cloud etc. for classes, webinars and online conferences.
- The College has applied for Google Workspace and after proper verification subscription will be granted as a result of which unlimited access to Google facilities can be availed.
- The College has developed a portal for online admission.
- As an affiliated college under Bodoland University, the college uses online form fill up portal extensively for the benefit of the students.
- The College has implemented LMS (Learning Management System).

File Description	Document
Upload Additional information	[View Document](#)

4.3.2

Student – Computer ratio (Data for the latest completed academic year)

Response: 27.85

4.3.2.1 **Number of computers available for students usage during the latest completed academic year:**

Response: 34

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	[View Document](#)
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1

Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)

Response: 27.02

4.4.1.1 **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
27.89	37.14	6.24	31.26	15.95

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 78.57

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
918	1030	638	869	1018

File Description	Document
Year-wise list of beneficiary students in each scheme duly signed by the competent authority.	[View Document](#)
Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).	[View Document](#)
Upload policy document of the HEI for award of scholarship and freeships.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.2

Following capacity development and skills enhancement activities are organised for improving students' capability

1. *Soft skills*
2. *Language and communication skills*
3. *Life skills (Yoga, physical fitness, health and hygiene)*
4. *ICT/computing skills*

Response: B. 3 of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	[View Document](#)
Report with photographs on ICT/computing skills enhancement programs	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.3

Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 0.11

5.1.3.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
4	1	1	0	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Response: B. 3 of the above

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	[View Document](#)
Proof related to Mechanisms for submission of online/offline students' grievances	[View Document](#)
Proof for Implementation of guidelines of statutory/regulatory bodies	[View Document](#)
Details of statutory/regulatory Committees (to be notified in institutional website also)	[View Document](#)
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	[View Document](#)

5.2 Student Progression

5.2.1

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 10.13

5.2.1.1 **Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
23	11	10	14	06

5.2.1.2 **Number of outgoing students year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
155	192	104	97	84

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	[View Document](#)
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 1.23

5.2.2.1 **Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)**

2022-23	2021-22	2020-21	2019-20	2018-19
2	0	2	0	3

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.3 Student Participation and Activities

5.3.1

Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years

Response: 7

5.3.1.1 *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 wise during the last five years*

2022-23	2021-22	2020-21	2019-20	2018-19
2	1	2	1	1

File Description	Document
Upload supporting document	[View Document](#)
list and links to e-copies of award letters and certificates	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.3.2

Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 1.8

5.3.2.1 **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
3	2	1	1	2

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.4 Alumni Engagement

5.4.1

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

Response:

The Basugaon College Alumni Association has been formed on 26th November 2022. More than 150 alumni participated with 7 teachers and staff. The Alumni of Basugaon College has been actively participating for the Alumni Association. The Basugaon College Alumni Association is Registered with the name of "**Basugaon College Alumni Association**" **under the societies act**. The College has a Strong Alumni Association and they are working in different fields in different parts of the country. In every department there is an alumni cell in the college.

The Alumni Association is playing a vital Role for the development of the country and for the benefit of the society.

- Every year the Alumni association organizes a meeting in the College Campus.
- The Alumni Association contributed financial/ non-financial support to the College.
- The Alumni Association donated three ceiling fans to the College.
- Mr. Surajit Dey an alumni of Basugaon College, As sell as ward commissioner of Basugaon Municipal board is doneted 3(nos) Soler Light for the green initiative of the college.

File Description	Document
Upload Additional information	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

Vision

Delivering quality education through effective, accessible, and affordable learning, fostering knowledge, unity, and solidarity within a supportive environment of academia and co-curricular activities.

Mission

- To transform this institution into a center of excellence.
- To work meticulously for the development of human resources.
- To maintain healthy academic environment through effective teaching-learning and extension activities.
- To establish peace, harmony and integrity among the people of different communities.
- To preserve natural resources and create a green, clean and pollution-free society.
- To create awareness for education and knowledge from the very grass root level of society.
- To realize social responsibility and work together accordingly.
- To strive hard for the upliftment and empowerment of women.

In regards to NEP implementation, the faculty and staff of the college attended various preparatory workshops conducted by the University and the govt. and implemented NEP 2020 across all disciplines under Bodoland University and organized state and national seminars on March 31st and June 3rd, 2023, respectively, with broad participation.

The college implements waste management, rainwater harvesting, and the Mission Green and Clean initiative for environmental sustainability. Academic departments offer diverse Add-On and Certificate courses in Arts, Management, IT, aiding students in job market readiness. The College Management strongly supports the implementation of these courses for student development.

The college has the mechanism of a decentralized governance system:

05-02-2024 12:30:30

Since the inception of the College, administration is run with a decentralized mechanism. The inclusive and participatory approach creates a work culture that ensure the smooth functioning and development of the institution.

The Principal, leading based on Government & UGC Policies, implements decisions for the college's Mission and Vision. Decentralization involves committees with faculty and student involvement, communicated via website, noticeboard, and feedback-driven improvement measures.

The Principal and the vice-Principal oversees all college departments. The IQAC coordinator collaborates closely with them. HoDs manage daily academic activities, while the Examination Committee supervises exam-related tasks. The librarian oversees the central library, chaired by the Principal. Overall, the Principal leads administrative, examination, departmental, and library affairs, conducting regular meetings with relevant staff.

Faculty members are given representation in various cells/committees appointed by the principal to monitor all the academic and extension activities. They are allowed to conduct various activities such as seminars, conferences, workshops, faculty exchange programs etc.

Cells	Responsibilities
Academic Council	Observes healthy academic settings, schedules and monitors College results closely
Examination Committee	Supervising College's final and Sessional exam related activities
IQAC	Monitoring the academic and administrative activities
CORE- (Centre of relevance & Excellence)	Conducting GK tests, interview training, and mock interviews.

The students' union under the general secretary is also actively participated in the functioning and development of the college.

Active governance involves stakeholders for inclusive decision-making, shaping short and long-term plans. Collaboration fosters strategies, meeting immediate needs and long-term goals encouraging innovation and development prioritizing students' welfare and educational advancements through various initiatives and facility improvements.

File Description	Document
Upload Additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

The IQAC of the college in consultation with the principal and support from GB planned different plans for the upliftment of the institution. The college has one smart classroom with 100 seating capacity and three ICT-enabled classrooms. The library is supervised by the library committee. Faculty members participated in various FIP, OP, FDP, Faculty exchange programs and published research papers. It has initiated a program in the name of "Mission Green and Clean" every year. The authority has strictly maintained the campus as "Tobacco Free Zone and conducted many awareness programs. The college has adopted "Ulubari M.E. School" and Ulubari Village. The college has provided computer to each dept. with WiFi connection.

Policy Features of Governance of College and Functioning of Institutional Bodies -

College Governing Body: The college has a well-organized functional governing body having perspicacity about the future development of the college, comprising people from administration, education, industry and academy. The names of the members of the GB are proposed in the general meeting by the attending members and forwarded to and approved by the DHE, Assam.

Principal: He acts as the administrative head of the institution and is entrusted with the responsibility of managing the daily affairs of the college. He implements all the activities as per the directives of the GB. Simply, he is the caretaker of the college and its stakeholders.

IQAC: It consists of representatives from all stakeholders of the college including administrative officers, industrialists, educationists, alumni representatives etc. The cell is meant for planning, guiding and monitoring the Quality Assurance (QA) and Quality Enhancement (QE) activities of the college. It takes various measures towards academic excellence.

Head of the Department: The teaching departments of the college is headed by the HoDs.

Committees and Cells: The college administration is supported by a number of committees and cells i.e., Academic Committee, Admission Committee, CORE Committee, Library Advisory Committee, Women Cell, Grievance Redressal Cell, Cultural Cell, NSS and Extension Activities Cell, Career Counselling and Placement Cell, Anti-ragging and Sexual harassment cell etc. The cells and committees take pain to ensure a healthy academic environment in the institution. All are performing their activities

under the supervision of principal.

Recruitment: Regarding appointment of teaching and non-teaching staff, the GB strictly follows the rules and guidelines of the UGC and State govt. Normally, the advertisement of the post is given in local and national newspaper.

Promotion: The promotion of teaching staff is given as per UGC regulations under CAS subject to API score, self-appraisal report or PBAS. For non-teaching staff, it is done as per state govt. rules.

Service Rules: The college follows the University regulations for conducting courses, examinations etc. All employes are bound to follow the rules and regulations of UGC and state govt.

Grievance Redressal Mechanism: The college has a grievance redressal mechanism under the supervision of principal. The staff and students can submit their grievances, if any, to the cell. If the grievances are not resolved by the cell, then they can approach the Principal and GB; respectively.

File Description	Document
Upload Additional information	[View Document](#)
Institutional perspective Plan and deployment documents on the website	[View Document](#)

6.2.2

Institution implements e-governance in its operations

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	[View Document](#)
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	[View Document](#)
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	[View Document](#)

6.3 Faculty Empowerment Strategies

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

The institution implements a performance-based appraisal system for assessing teaching and non-teaching staff, evaluating their annual performance in academics and extracurricular activities to gauge their overall contributions. The college governing body strictly adheres to UGC Regulations on Minimum Qualifications for Teachers and Academic Staff, including subsequent amendments, extending this commitment to both teaching and non-teaching employees. Yearly performance evaluations after one year of service aim to objectively assess and improve employees' performance while fostering their professional growth.

The key characteristics of the performance appraisal system include:

For Teaching Staff

- Faculty member's performance is evaluated through the Annual Self-Assessment within the Performance-Based Appraisal System (PBAS).
- Promotions rely on the PBAS proforma aligned with the UGC Career Advancement Scheme (CAS), contingent upon the API score.
- The institute assigns faculty members voluntary additional duties and responsibilities encompassing various non-academic activities, giving due recognition to these contributions in their overall evaluation.

For Non-Teaching Staff

All non-teaching staff shall undergo annual confidential reports and performance appraisals as per state govt. rules for their service and promotion.

Effective welfare measures for teaching and non-teaching staff

The institution effectively implements welfare schemes for teaching and non-teaching staff, providing access to government benefits such as Gratuity, Pension, Medical Facilities, CL, EL, maternity/paternity leave and CCL as per govt. rules.

In addition to the aforementioned, the teaching and non-teaching staff receive the following benefits.

- Wi-Fi facility for the staff inside the college campus
- Indoor games facility for the staff to relax and to refresh physically and mentally
- Canteen facilities are offered to the Employees at subsidized prices.
- Special Casual Leave is granted in critical medical emergencies.
- The gymnasium is available for the staff to maintain their physical fitness and the staff members extensively use the gymnasium.
- Farewell party is arranged in respect of the services of the retired person.
- COVID-19- 19 Vaccination programme in the campus.
- Leaves are granted to the teachers for pursuing Ph.D. programs.
- Special leave is granted for attending seminars and workshops.
- Fund in the form of TA/Membership Fee is granted for attending seminars and workshops.
- A Day Care Centre is available in the college for the staff.

Avenues for Career Development and Progression

The college authority encourages the staff to do FIP, orientation, RC, FDP, PDP, workshop, research, publication, project etc. for their career advancement. Various other training programmes such as use of LMS, ICT tools, University level guidance talk, FDP, Webinar, use of fire-extinguishers, office management etc. are also organized. These initiatives aim to foster career growth for all staff members.

File Description	Document
Upload Additional information	[View Document](#)

6.3.2

Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 5.19

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and**

towards membership fee of professional bodies year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
6	0	0	2	0

File Description	Document
Policy document on providing financial support to teachers	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	[View Document](#)
Audited statement of account highlighting the financial support to teachers to attend conferences / workshop s and towards membership fee for professional bodies	[View Document](#)

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response: 20.6

6.3.3.1 **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP),** *Management Development Programmes (MDPs)* **professional development /administrative training programs during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
7	13	8	12	1

6.3.3.2 **Number of non-teaching staff year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
9	9	9	9	9

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of the certificates of the program attended by teachers.	[View Document](#)
Annual reports highlighting the programmes undertaken by the teachers	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1

Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

The Principal in consultation with IQAC and its various committees/cells as well as support from the G.B. looks after the development plans, implementation, supervision and fund-raising activities. The college mobilizes funds for its regular activities and development of the college. The college sends proposals for grants to the University Grants Commission (UGC), State Government and BTC authority to meet the expenses for construction, repair and renovation of the college building and premises. Most of the funds are through Government grants (State and BTC govt.), fees collected from students for different programs, funds generated from sales of waste of the college. These funds are properly utilized for the development of the college, for buying books, journals etc., for conducting seminars and workshops, payment of salaries for non-grant faculty and staffs and are properly audited.

The funds received from the central govt. are utilized for the various development activities. The state govt. funds have been used for setting up of one smart classroom, three ICT enabled classrooms, construction of new administrative building, semi-digital library and various extension activities.

The college has a mechanism for both internal and external audit -

Internal Audit: Internal audit is a continuous process for every financial transaction, whereby

the college itself carries out the initial stage of the internal audit. In the initial stage, the local auditor

scrutinizes and verifies the financial data. This is again scrutinized by the Administrative Officer, Finance dept., Govt. of Assam and the Principal for clarity, authenticity, transparency, and financial accuracy. Income/Expenditure is closely monitored by the Principal and the Senior Asst. (Accounts).

External Audit: The external audit takes place annually after the completion of every financial year. The bills and vouchers of the expenditure are reviewed and checked by the auditor. The departmental vouchers and records of the capital expenditure is also checked and verified. Departmental Accession Register, Stock Registers/Purchase Registers are physically checked. The external/statutory audit has been completed up to the session 2022-23 and it is done by a Chartered Accountant.

File Description	Document
Upload Additional information	[View Document](#)

6.5 Internal Quality Assurance System

6.5.1

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

The IQAC has contributed significantly for the improvement and the maintenance of quality of education in the institution. It carries out the activities that include –

1.   Supervise the enhancement of the quality of education and teaching learning environment in the institution.
2.   Prepare, supervise and implement Action plan, Strategic plan and perspective plans.
3.   Introduction of Best Practices.
4.   Works for Social Responsibilities.
5.   Conducts seminars, webinars, workshops for different academic and career improvement.
6.   Faculties are encouraged to use the ICT tools and E-learning resources.
7.   FDP programs are organized.
8.   Organize programs on Yoga and Curricular & Co-curricular activities.
9.   Framing quality approach in the fields of collaboration, research, E-governance, career counselling and placement, career advancement guidance, feedback analysis etc.
10.   Encouraged all the departments to conduct various certificate and add-on courses.

The Review Mechanism of IQAC are -
1) IQAC Teaching Learning Review System:
a. IQAC monitors every departmental academic plan in the beginning of every semester.

b. It also suggests various strategies for remedial teaching and outcome-based education.

c. IQAC has also a grievance redressal mechanism.

d. IQAC monitors the holding of sessional and university examinations & its evaluation.

2) IQAC Institutional Review System/Mechanism:

a. IQAC initiates academic and administrative audits every year.

b. It conducts green audit, energy audit and gender audit.

c. IQAC has introduced a feedback mechanism for the teaching learning system and on institutional performance.

3) IQAC Evaluation of Learning Outcome:

- Academic committee headed by the Vice Principal, looks after the Outcome Based Education in the institution. It reviews the outcomes with all departments and its faculties regularly.

4) Student's Feedback on Faculty, Teaching-Learning Process and Evaluation:

Each department regularly takes feedback from the students for their respective courses, teaching-learning process and other activities of the college. During the feedback process no faculty members are involved and only students are included.

At present, the college has provided a total of 30 courses that includes 2 certificate courses and 28 Add-On/Value Added courses. Moreover, two workshops on Traditional Dance, Music and Instrument were organized. One smart classroom, Three ICT enabled classrooms and internet connectivity in all the classrooms through WiFi as well as E-governance in administration, admission, examination, teaching-learning & evaluation, Finance and account, Feedback evaluation etc. are available.

File Description	Document
Upload Additional information	[View Document](#)

6.5.2

Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
2. **Academic and Administrative Audit (AAA) and follow-up action taken**
3. **Collaborative quality initiatives with other institution(s)**
4. **Participation in NIRF and other recognized rankings**
5. **Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: C. Any 2 of the above

File Description	Document
NIRF report, AAA report and details on follow up actions	[View Document](#)
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	[View Document](#)
Link to Minute of IQAC meetings, hosted on HEI website	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

Response:

The college has been taking keen initiatives in recognizing the importance of its women community and realising its duties and responsibilities towards them. The college has accomplished its inevitable task of doing the Gender Audit. The college is even taking ample measures for the promotion of gender equality and sensitization in curricular and co-curricular activities and for providing facilities for women on campus as follows:

Promotion of gender equality and sensitization in curricular and co-curricular activities:

Inclusion in Curriculum: The topics included in the UG syllabus, which promote gender equity and sensitization like 'Women and Society', 'Women Empowerment, etc. are taught and elaborated in the class.

Display in Sign Board: To bring about a good sense of gender equity, the college has displayed the key features of the Constitution, Preamble of the Constitution, Fundamental duties of Citizen in signboards placed in various points of the campus.

Women's Day Celebration: To sensitize the female students and to make them aware of their rights, liberties, capabilities, every year on 13th February, National Women's Day is celebrated in the college by the Women Empowerment Cell.

Safety and Security:

Fully protected campus: The college ensures a fully protected campus with sufficiently tall boundary walls and gates guarded by security personals.

CCTV surveillance: The College has 16 number of CCTV cameras which are operational for 24 hours a day.

ID card: Wearing college ID Card issued by the college at the time of admission has been done mandatory for the students so that at college hours a student can easily be identified even outside the college campus.

Internal Complaints Committee (ICC): To make the college campus and its environment student-friendly and complaint-free the college has constituted an Internal Complaints Committee (ICC). The committee is committed to take pro active measures if any adverse cases against students specially girls students arise in the college campus.

Women Cell, Grievance Redressal Cell: The college has constituted these cells to take into account and resolve grievances of the students and establish discipline in the college campus.

Anti-Ragging & Sexual Harrassment Cell: There is an anti-ragging & sexual harrassment cell in the college which ensures zero ragging and no sexual harrassment in the campus and the cell includes faculties, guardian members, office staff member and representatives from student union as members.

Counselling:

Counselling Center: The College maintains a counselling center which is taken care of by the Grievance Redressal Cell. This centre helps the students to get rid of their personal stresses and strains.

Counselling by staff: The teaching staff provides counselling to the needy pupils whenever situation demands. The members of the non-teaching staff also support the students in official matters.

Common Rooms:

The college has accommodated separate common rooms for male and female students. The college tries to maintain a proper hygienic environment in the campus as well as inside these common rooms.

Day Care Centre: The College maintains a fully functional and well equipped Day Care Centre to facilitate the Lady Teachers and female students with children.

File Description	Document
Upload Additional information	[View Document](#)

7.1.2

The Institution has facilities and initiatives for

1. **Alternate sources of energy and energy conservation measures**
2. **Management of the various types of degradable and nondegradable waste**
3. **Water conservation**
4. **Green campus initiatives**
5. **Disabled-friendly, barrier free environment**

Response: A. 4 or All of the above

File Description	Document
Policy document on the green campus/plastic free campus.	[View Document](#)
Geo-tagged photographs/videos of the facilities.	[View Document](#)
Circulars and report of activities for the implementation of the initiatives document	[View Document](#)
Bills for the purchase of equipment's for the facilities created under this metric	[View Document](#)

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

    1. **Green audit / Environment audit**
    2. **Energy audit**
    3. **Clean and green campus initiatives**
    4. **Beyond the campus environmental promotion activities**

Response: B. Any 3 of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	[View Document](#)
Policy document on environment and energy usage Certificate from the auditing agency	[View Document](#)
Green audit/environmental audit report from recognized bodies	[View Document](#)
Certificates of the awards received from recognized agency (if any).	[View Document](#)

7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

Response:

The college is striving hard to provide an inclusive environment in the campus as follows:

Unity in Cultural Diversity:

The college itself is an epitome of cultural diversity where the students, teachers and other staff members belonging to different caste, creed and community stay and work together with unity and with a strong sense of respect and tolerance for each others' culture, religion and language. Apart from that, to solidify this unity, integrity and sense of tolerance, every year, all the students and staff members take part in programmes which IQAC conducts though its cells like the 'Birth Anniversary of Bir Lachit Borphukan, 'Bishnu Rabha Divas', 'Birth Anniversary of Bodofa U N Brahma', 'Birth Anniversary of Rabindra Nath Tagore' etc.

Regional Diversity:

Every year the College celebrates 'Rashtriya Ekta Diwas' to salute Sardar Ballav Bhai Patel and to impart the message that unity should be maintained amidst regional diversity. The college celebrates 'Traditional Attire Day' and thereby give an unique message of unity amid regional diversity.

Linguistic Diversity:

The college celebrates 'Bodo Literary Day to spread the message that we not only love and respect for our mother tongues but possess an equal amount love and respect for the mother tongues of others as well.

Communal Harmony:

Every year, the college arranges 'Unity, Integrity and Harmony Programme' to inculcate a deep sense of respect towards all communities and their respective languages. Programmes like 'Traditional Attire Day', 'Rashtriya Ekta Divas', 'Heritage Festival'etc. help to develop communal harmony.

Socio-economic Cohesiveness:

The college, through its NSS, Red Ribbon and other cells organizes free medical check-up and blood donation camps for the people of the locality. During the Covid-19 pandemic, the teachers and employees helped the poor ones with food and other items. These activities gave rise to a strong sense of fellow feeling and helping attitude among the students' community.

The institution is playing a significant role in sensitizing students and employees towards the constitutional obligations: values, rights, duties and responsibilities of citizens. The programmes and celebrations conducted by the college in this direction are as follows:

Celebration of Constitution Day:

Every year, on 28 November, the college celebrates Constitution Day to bring about a sense of awareness towards the constitutional obligations - values, rights, duties and responsibilities of citizens.

Celebration of Vigilance Awareness Week:

The college celebrates vigilance awareness week following the direction of government of Assam and accordingly the students are informed about the Vigilance Department, Right to Information Act, 2005 and responsibility of every citizen for eradication of corruption.

Voter's Awareness Programme:

As per the directives of District Election Officer, Chirang, the college organized an awareness meeting in the college auditorium to inform the students about voter's rights and responsibilities.

Celebration of National Days:

To infuse respect for the nation, national anthem, national flag, constitution, freedom fighters and their sacrifices, the college, every year, observes national days like Republic Day, Independence Day, National Unity Day, Gandhi Jayanti etc.

File Description	Document
Upload Additional information	[View Document](#)

7.2 Best Practices

7.2.1

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

Response:

Best Practice I:

Title of the Practice:

Fostering nature care within the college premises and its immediate vicinity.

Objectives of the practice:

- Raise awareness of the value of biodiversity in the college campus and in the surrounding area.
- Create and carry out educational programs and projects that encourage environmental stewardship among the people.
- Encourage partnerships with neighbourhood associations, municipal entities, and environmental organizations to actively participate in nature conservation projects outside the college property.

Underlying Principles/Concepts:

The Basugaon college has selected this practice as one of the two best practices with the above-mentioned objectives as this place is blessed with a beautiful nature that demands our care. Preserving this natural beauty within and around the college is not merely an aesthetic choice but a social responsibility of each and every person living in the area. Accordingly, this college has been organising several awareness to raise awareness among the people.

The context:

It's been observed that there has been an alarming decrease in environmental awareness

among the locals living in the vicinity of the college. In order to combat this issue, we are

starting awareness campaigns that aim to reawaken the consciousness among the people of

area about the environmental conservation.

The Practice:

- Plantation of saplings during various programs organised by the college.
- Distribution of free saplings to the staff, students and the local people.
- Conducting seminars to raise awareness about environmental pollution.
- Implementing stringent plastic-free rules in the college premises.
- Promoting the use of public vehicles to help reduce air pollution.

Constraints/limitations faced while executing the practice:

- Building trust and ensuring the relevance of the programs among the local community.
- The linguistic variety in the area occasionally makes it difficult to precisely convey our intended message to each community member.
- Finding and implementing eco-friendly alternatives to plastic products that are practical and affordable.
- Encouraging a shift in people's plastic bag consumption habit is challenging.

Evidence of Success:

- The saplings that were previously planted have exhibited robust growth.
- The college staff has successfully established a routine of utilizing public transportation twice a week.
- The college has demonstrably succeeded in implementing a plastic-free policy across its campus.

Problems encountered and resources required:

Problems encountered:

- Insufficient funds hinder the ability to execute these activities on a larger scale.
- Shortage of time to plan and carry out these activities in a large scale.
- The insufficiency of faculty members compared to the necessary quantity obstructs the smooth execution and monitoring of these activities.

- No credits are awarded to students and faculty members for their involvement in these activities.

Resources required:

- More funds should be allocated for executing the practice on a larger scale.
- More faculties are required so that they can also be involved in monitoring the various activities of such practices.
- A system should be established to credit the students and the faculty members for their participation in such practices.
- A separate room equipped with proper technology is required in the college premises for conducting seminars for such practices.

Best Practice II:

Title of the practice:

Promotion of tradition, culture and heritage of the locality of the Basugaon area.

Objective of the practice:

- Preserve and celebrate local traditions, culture, and heritage to instil pride in the community.
- Integrate community heritage into the college curriculum for a comprehensive educational experience.
- Encourage collaboration between the college and the local community to actively promote and sustain cultural traditions.

Underlying principle/concepts:

The Basugaon college has chosen to embrace this practice due to the rich cultural and traditional values of the area, seeking to preserve and celebrate local cuisines, music, dance, etc. as integral components of its heritage. This fosters a sense of identity, strengthens community bonds and ensures the transfer of unique practices, knowledge and heritage to future generations, thereby sustaining the community's rich history and legacy. Accordingly, the college has been taking up several initiatives to encourage the promotion of the local tradition, culture and heritage.

The context:

It has been observed by the college, there has been a declining interest and enthusiasm among the youth of the area regarding preserving their traditional and cultural values and heritage. To combat this issue, the college has been conducting several awareness programs and workshops aiming to preserve those values and heritage.

The Practice:

- Celebration of heritage festivals like Bihu, Bwisagu, etc. in the college.
- Celebration of food festival to promote traditional cuisines.
- Conducting workshops on Bihu/Bwisagu dance and music.
- Conducting cultural competitions in the college.

Constraints/limitations faced while executing the practice:

- Lack of proper infrastructure in the college campus hinders the college from conducting such workshops on large scale.
- Lack of specialized instruments or resources for certain types of workshops.
- Lack of sufficient funds to conduct the workshops and programs on large scale.
- Lack of sufficient funds to invite experts for the workshops.

Evidence of success:

- The workshop participants have acquired the skills to mentor new learners.
- The youth of the area recognize the importance of preserving and promoting traditional & cultural values & heritage.

Problems encountered and resources required:

Problems encountered:

- Limited budgets for organizing events and workshops on a larger scale.
- Shortage of time to plan and carry out these activities on a larger scale.
- Finding individuals proficient in traditional music and skilled in playing traditional instruments is a significant problem.

Resources required:

- More funds should be allocated for executing the practice on a larger scale.
- A separate building equipped with good infrastructure is required for the workshops.
- Individuals proficient in traditional music and skilled in playing traditional instruments are required.

File Description	Document
Best practices as hosted on the Institutional website	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1

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

Response:

Encouraging women's empowerment within the college and its surrounding community through dedicated initiatives, advocacy and inclusive programs.

Introduction: Founded in 1986, the Basugaon college emerged with a mission to deliver good quality higher education to the economically & educationally disadvantaged Basugaon area of the Chirang district, Assam. It is the only institution for higher education in the Basugaon area.

Vision & Mission of the College: The Basugaon College strives to provide education that explores, challenges and grooms every aspect of the student's personality. The college not only aims for outstanding academic achievements by adopting latest teaching approaches but also takes proactive measures to enhance the physical, social, emotional, and spiritual well-being of our students.

Core values of the college: Social Responsibility stands as a paramount core value of the Basugaon college, complemented by two equally significant values: a commitment to strive for excellence and a dedication to fostering unity.

Description of the programs to encourage women's empowerment within the college and its surrounding community through dedicated initiatives, advocacy and inclusive programs: The Basugaon region, located in the Chirang district of Assam (BTR), is an economically and educationally backward region in the state of Assam. Around 90% of households in this region are dependent on agriculture for their livelihood, with a significant majority residing below the poverty line. Basugaon college is the only institution for higher education in the area. The college has felt a crucial need to uplift the status and condition of women in the area with an objective to contribute positively to their overall empowerment and welfare. It has been carefully observed by the college that most of the girls of the locality don't go for higher education nor are they found to engage in some "skill development courses". Acquiring practical skills enhances women's employability, enabling them to secure jobs or start their own businesses. This economic independence contributes significantly to their empowerment. The Women Empowerment Cell and IQAC of the college have therefore conducted several workshops for women of the locality to impart basic skills on cutting, knitting, sewing, etc. Health largely depends on the food that we consume. The Women Empowerment Cell and IQAC of the college have therefore conduced food festivals. This serves dual purposes: to raise awareness of the importance of healthy food and to show that cooking can also be taken up as a good career option. The college has also conducted a program to felicitate Miss Deepamoni Kakoti, a 4th semester student of the Basugaon college, for her outstanding achievement of getting 1st runners up in the prestigious "South East Asia Sensation 2023 Miss Beauty Contest", held in New Delhi. She was felicitated and given a check of Rs. 5000/-. This will encourage her for her future endeavours as well as give a message to the other girls that they can achieve their goals with dedication, sincerity and continuous efforts. The Women Cell in collaboration with the IQAC has also conducted awareness program in the Hekaipara village, Basugaon to create general awareness amongst the women of the village about maintenance of general health, menstruation hygiene, general cleanliness & hygiene and child care. We consider these activities as our social responsibility, which stands as a paramount core value of the Basugaon college.

Outcome of this practice: Being a college located in a backward locality of the Chirang district, Assam (BTR), the college believes that it has been successful in performing the duty of its social responsibility to a considerable extent. As a result of the programs conducted by the college for promoting and encouraging women empowerment in the college and the nearby locality, we have observed several positive changes in the women of the college and the nearby locality. An increase in the number of lady dressmakers has been observed in the Basugaon area. They are earning well and helping to run their households. There is a growing trend of women independently managing and operating restaurants and hotels in the Basugaon area. A decline in the number of absentees in the college due to menstrual cycle issues has also been observed. Increase in the number of girl participants in the various co-curricular activities is also an indication of the success of the programs we have conducted. The changes serve as motivation for us to strive for improvement and enhance our future performance.

File Description	Document
Appropriate web in the Institutional website	[View Document](#)

5. CONCLUSION

Additional Information :

Basugaon college, from the very moment of its inception, realized its social responsibility and obligation and accordingly catering quality education to the pupil of a wide region engulfing Basugaon and its vast surrounding areas irrespective of cast, creed and community.

Basugaon college, at the present time, has been able to attract attention of the students from different parts of Assam. Hundreds of students have been able to complete graduation from this college with flying colours and many of them are now engaged in prestigious jobs all over Assam, India and in Defence force.

Basugaon college has started, from the last few years, many job oriented, capacity building and skill enhancing certificate courses.

Having realized the role of technology in education, Basugaon college has incorporated ICT seriously and effectively in its teaching-learning process.

Basugaon college has a strong Alumni association which is regularly working hard for the overall development of the college.

Basugaon college has already entered into a number of MOUs with other prestigious higher educational institutions for carrying out faculty exchange programmes with these institutions.

Basugaon college also gives enough emphasis on extra-curricular activities like games, sports, literary and cultural activities and as a result many students are significantly doing well in areas of sports, literature and in the cultural arena.

One of the missions of Basugaon college is to restore unity in diversity and to promote culture, heritage and tradition of each community living in the region. To materialize this, relentless effort in the form of programmes, celebrations, awareness activities is being made on a regular basis.

Basugaon college understands the importance of nature and the crucial role that environment plays in our lives and thus trying hard to care for nature and to keep the environment green and clean.

Basugaon college considers women as a significant member of the society and striving hard for their upliftment and empowerment with the help of awareness, training and skill development programmes, workshops and activities.

Basugaon college is planning to put more emphasis on research and innovation in the near future and has started the ground work in this direction.

Concluding Remarks :

Thus, through the strategies and initiatives we have taken up, our chief priority will always be to set a higher benchmark of dissemination of knowledge and to widen the future vision of the college. By strengthening the

teaching- learning aspects we not only produce graduates with good ranks but also provide quality education at large. Our endeavour is to create good human beings and at the same time to provide job opportunities. In addition to this, our efforts and work will emphasize on the formation of a college that can symbolize an integrated multi- ethnic society . We are also planning to expand the infrastructure and introducing diverse courses in consonance with the need of the time . We have already introduced two job oriented certificate courses. Moreover, we are striving hard for the upliftment and empowerment of girls students and undertaking effective out- reach programmes for the overall development of the institution and its community.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.3.2	**Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)** 1.3.2.1. **Number of students undertaking project work/field work / internships** Answer before DVV Verification : 280 Answer after DVV Verification: 273 Remark : DVV has made the changes by considering one student once for a year.

2.4.2	*Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)* 2.4.2.1. **Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years** Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
13	9	9	9	9

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
13	5	4	9	9

Remark : DVV has made the changes according to the e-copies of teachers.

3.2.2	*Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years* 3.2.2.1. **Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years** Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
16	14	5	4	2

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
16	13	5	3	1

05-02-2024 12:30:31

Remark : DVV has made the changes according to the report shared by HEI.

3.3.2	**Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**

3.3.2.1. **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
27	23	5	3	3

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
15	12	3	3	3

Remark : DVV has made the changes by considering e-copies of books and chapters in ISBN number.

3.4.3	*Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.*

3.4.3.1. **Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
17	13	5	3	2

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
17	5	3	3	1

Remark : DVV has not considered Observation of International yoga Day Heritage Festival Observe the Internation Youth day Observing Bwishagu and Bihu Observing Teachers day Observing Birth anniverssary of Bodofa Un Brahma Observing the Thunlai day Participation at Nehru Yuba Kendra Utsav-2022 Observing the World Environmental day Observing the Foundation day of our college Observing Azadi ki Amrit Mahatsav 76th Independence day

3.5.1	*Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.*

Answer before DVV Verification :

	Answer After DVV Verification :12 Remark : DVV has made the changes according to the supporting e-copies of MoUs.
4.1.2	*Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years* 4.1.2.1. **Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)** Answer before DVV Verification: <table><tr><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td></tr><tr><td>10.61</td><td>37.90</td><td>3.41</td><td>10.76</td><td>9.87</td></tr></table> Answer After DVV Verification : <table><tr><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td></tr><tr><td>2.13</td><td>31.38</td><td>1.16</td><td>6.68</td><td>2.64</td></tr></table> Remark : DVV has made the changes as per building development in income and expenditure account.
4.3.2	**Student – Computer ratio (Data for the latest completed academic year)** 4.3.2.1. **Number of computers available for students usage during the latest completed academic year:** Answer before DVV Verification : 38 Answer after DVV Verification: 34 Remark : DVV has made the changes according to the shared bills by HEI.
5.1.2	*Following capacity development and skills enhancement activities are organised for improving students' capability* *1. Soft skills* *2. Language and communication skills* *3. Life skills (Yoga, physical fitness, health and hygiene)* *4. ICT/computing skills* Answer before DVV Verification : A. All of the above Answer After DVV Verification: B. 3 of the above Remark : DVV has select B. 3 of the above as per shared report of SL No. 1, 2 and 3 by HEI.
5.1.4	*The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases* 1. **Implementation of guidelines of statutory/regulatory bodies** 2. **Organisation wide awareness and undertakings on policies with zero tolerance**

	3. **Mechanisms for submission of online/offline students' grievances** 4. **Timely redressal of the grievances through appropriate committees** Answer before DVV Verification : A. All of the above Answer After DVV Verification: B. 3 of the above Remark : DVV has made changes as per the document shared by the HEI
5.3.1	**Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years** 5.3.1.1. *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 wise during the last five years* Answer before DVV Verification: 	2022-23	2021-22	2020-21	2019-20	2018-19
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3	1	4	2	2 | Answer After DVV Verification : | 2022-23	2021-22	2020-21	2019-20	2018-19
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2	1	2	1	1	 Remark : DVV has made the changes by not considering award received in inter collegiate level and district level.
5.3.2	**Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)** 5.3.2.1. **Number of sports and cultural programs in which students of the Institution participated year wise during last five years** Answer before DVV Verification: 	2022-23	2021-22	2020-21	2019-20	2018-19
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8	3	1	1	2 | Answer After DVV Verification : | 2022-23	2021-22	2020-21	2019-20	2018-19
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3	2	1	1	2	 Remark : DVV has given the input by considering events instead of activities.
6.3.3	*Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years*

6.3.3.1. **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP),** *Management Development Programmes (MDPs)* **professional development /administrative training programs during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
36	41	15	24	3

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
7	13	8	12	1

6.3.3.2. **Number of non-teaching staff year wise during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
5	0	0	0	0

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
9	9	9	9	9

Remark : DVV has considered one teacher once for a year. DVV has not considered those teachers whom attended in workshop/seminars.

2.Extended Profile Deviations

ID	Extended Questions
1.1	**Expenditure excluding salary component year wise during the last five years (INR in lakhs)** Answer before DVV Verification: <table><tr><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td></tr><tr><td>89.76</td><td>125.39</td><td>26.79</td><td>65.04</td><td>18.92</td></tr></table> Answer After DVV Verification: <table><tr><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td></tr><tr><td>126.03</td><td>115.97</td><td>70.58</td><td>65.56</td><td>60.40</td></tr></table>