YEARLY STATUS REPORT - 2023-2024

Part A	
Data of the Institution	
1.Name of the Institution	BODOFA U.N. BRAHMA COLLEGE, DOTMA
• Name of the Head of the institution	CHILARAI MUSHAHARY
• Designation	PRINCIPAL (I/C)
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03661284145
• Mobile No:	9854472952
• Registered e-mail	principalbunbc@gmail.com
• Alternate e-mail	chilaindia@gmail.com
• Address	Dotma, PO. Dotma, Dist. Kokrajhar (BTR)
• City/Town	Kokrajhar
• State/UT	Assam
• Pin Code	783347
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated College
• Type of Institution	Co-education
• Location	Rural

• Financial Status	**UGC 2f and 12(B)**
• Name of the Affiliating University	**BODOLAND UNIVERSITY**
• Name of the IQAC Coordinator	**DR NABIN HAKHRARI**
• Phone No.	**9101347349**
• Alternate phone No.	**8471953777**
• Mobile	**8471953777**
• IQAC e-mail address	**iqacbodofaunbc@gmail.com**
• Alternate e-mail address	**nabinhri@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://bodofaunbc.ac.in/storage/iqac/GwJYmzatmVvvPqbJ4bX5zlB2NEpD1N9o1UtrdPic.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://bodofaunbc.ac.in/storage/iqac/FFMEQn5hlkzWIFEHHhb1AG4Iy1ounwLGkQCFkmiL.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.33**	**2023**	**07/09/2023**	**06/09/2028**

6.Date of Establishment of IQAC	**09/04/2014**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NA	**NA**	**NA**	**NA**	**NA**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File

9.No. of IQAC meetings held during the year	4	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	No	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

• Formation of Research and Development Cell; • Introduction of Best Faculty award for Library use; • Establish MoU with GOs and NGOs. • Publication of annual IQAC News-letter

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

Plan of Action	Achievements/Outcomes
1. Establishment of more MoU with GOs and NGOs	2 no. of MoU with various GOs and NGOs have established
2. Organising popular talk/scientific lecture/motivational talk for the students.	2 popular talks were organised
3. Extension work in neighbouring schools and villages.	Undertook extension works by various units of the college
4. Procurement of more laboratory consumables/equipments.	Procured
5. Procurement of more books, journals and e-resources.	Procured
6. Organising classes on ICT, soft skill development, training for competitive examination, research methodology etc.	Organised
7. Environmental Studies Field visit by the students.	Organised
8. Organising few in-house programmes for faculty members and support staff.	Organised
9. Organising activities on environmental consciousness.	Organised
10. Celebration of few important commemorative days for promotion of universal Values and Ethics.	Organised and celebrated

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body, Bodofa U.N. Brahma College, Dotma	19/12/2024

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2023-24	20/01/2025

15.Multidisciplinary / interdisciplinary

Bodofa U.N. Brahma College is an affiliated college under Bodoland University that strictly follows the courses that the affiliating university prescribed. Considering the immense significance of the multidisciplinary study, the college has adopted some measures to acquaint students with diverse aspects of knowledge. At the academic level collaboration has been established with various educational and research institutions at the state/national level. Collaboration has been established with Govt offices, and literary organisations to undertake different activities.

16.Academic bank of credits (ABC):

Being an affiliating college, the college adheres to the norms and guidelines prescribed by the affiliating university which also issues course completion certificates to the students.

17.Skill development:

All students have to choose one skill development paper to appear in the examination under prescribed courses. The college has introduced diploma courses under Rajeev Gandhi Computer Saksharta Mission, Tailoring and Fashion Designing, Bamboo Craft and the National Institute of Electronics & Information Technology (NIELIT)

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Bodoland University has incorporated some aspects of the Indian Knowledge system in its revised syllabus. The Courses in Assamese, Bodo, Philosophy and Political Science incorporated some ideas on the Indian Knowledge System.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The college encourages student-centric learning methods in the teaching-learning process. At the beginning of the academic session, orientation classes on Programme Outcome (PO), Course Outcome (CO),

Programme Specific Outcome (PSO) have been conducted under the supervision of IQAC. Emphasis is given on experiential learning methods like field study, industry visits, visits to higher educational institutions, etc. About participative learning, college gives importance to hands-on training, role play, peer classes, book reviews, seminars, debates, quizzes, students' club activities, science models and poster-making competitions. Group discussion and project work are also referred to as problem-solving activities performed by the students.

20.Distance education/online education:

The College provides a blended mode of teaching-learning system accessible to all students. The college always encourages students to pursue various courses under SAWYAM. Few students have completed courses under SAWYAM and the enrollment number has been increasing gradually.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	459

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	1511

File Description	Documents
Data Template	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	665

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	**129**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**48**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**48**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**32**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**41.74**
4.3 Total number of computers on campus for academic purposes	**42**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Bodofa U.N. Brahma College, Dotma has implemented a Choice Based

Credit System (CBCS) in 2019 in all the departments as per the regulations of Gauhati University, Guwahati. The college has a well-structured outcome-based Education (OBE) process for effectively implementing and delivering the curriculum to make the students socially committed, employable, innovative,and research-oriented. The college has been proactive in introducing new-generation programmes and familiarizing the students with various national education platforms. Besides this NEP-2020 is implemented in the year 2023 as per the regulations of the Bodoland University.

- IQAC conducts a meeting at the beginning of every Academic year to verify the syllabi of each subject.
- The College Timetable is prepared by the college and is available on the college website.
- Faculty members use Learning Management Systems and Platforms like Google Class Room.
- A course completion report for each semester is prepared by the department and submitted to IQAC.
- The feedback regarding the curriculum from the students, teachers, parents and employers is communicated to the University.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

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

For transparent functioning at a day-to-day level, the college has its own Academic calendar for each Academic Session (June to July) followingthe academic calendar of the affiliating university.

- Academic Calendar is available on the college website and is a source of information and planner for all stakeholders of the institute. Besides, an adequate number of Academic Calendars are printed and distributed to all faculty and students.
- Based on the Academic Calendar, faculty members prepare their teaching plans and Lesson plans (semester-wise).
- Each department prepares its plan for organising various curricular-based activities and submits the plan to IQAC before the commencement of the semester class.
- Academic Calendar provides all information regarding the total

teaching days in a month, schedules of academic activities including admission, dates of commencement and end of the semester.

- The examination committee follows the dates of the academic calendar for the conduction of diagnostic tests, midterm tests, internal assessments and end-semester examinations.
- It encompasses all co-curricular/extracurricular activities/annual college week/ publication of college magazine/club activities, etc.
- Local and National holidays with purposes, celebration of important/commemorative days, and Freshmen Social are also mentioned.
- The academic calendar includes the starting and end days of summer and winter vacations.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	https://bodofaunbc.ac.in/storage/iqac/xG5nq0 1KKJKMUUOEwFlcSFkAfGExDBaOdJdFAPQ6.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	B. Any 3 of the above

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

1.2 - Academic Flexibility

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

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

16

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

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

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

0

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

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

0

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

0

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

1.3 - Curriculum Enrichment

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

The College has been always sensible towards these crosscutting issues. Being an affiliated College, the curriculum of the Bodoland University is followed in the institution and it integrates, to some extent, all the above cross cutting issues though different programmes.

File Description	Documents
Any additional information	<u>View File</u>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<u>View File</u>

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

2

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

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

87

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**C. Any 2 of the above**

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

1.4.2 - Feedback process of the Institution may be classified as follows	**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://bodofaunbc.ac.in/storage/iqac/V5LldR rzUQWPZXKpHEmc0UqxpChekphJVJv1iz74.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1330

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

710

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

College conducts Diagnostic Test for newly admitted students just after one month of commencement of class to identify slow and advanced learners through the marks obtained in this test. In the successive years, mid-term tests are conducted and a Track Record is maintained for each student to know their progress upto the final year under the monitoring of IQAC. Initiatives for slow learners:

- Remedial teaching.
- Regular mentoring/counselling to address various issues that they encounter.
- Availability of Question Banks.
- Extra reading material and extra practice assignments.

Initiatives for advanced learners:

- They are allowed to borrow additional books from library.
- College felicitates rank holders in university examination, topper in the college and Best Reader which motivates students for their future endeavour.

In addition, various students clubs are taking care of both slow and advanced learners by giving them proper training in various fields.

The hand-on trainings are organised for science students, where special care are taken for slow learners.

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	**No File Uploaded**

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

Number of Students	Number of Teachers
1512	**48**

File Description	Documents
Any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

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

Experiential learning:

- **Field trips for students at botanical, zoological, historical and environmentally important places.**
- **Students from science departments visit industries and research laboratories to bridge gap between text book knowledge and handson- experience.**
- **Classes/lectures by eminent academicians/scientists provides added credibility to content of the syllabus.**

Participative Learning:

- **Some science departments organise hands-on training on various topics.**
- **Some departments use role play/dramatization technique, that allows students to explore realistic situations by interacting with other people.**
- **Some departments engage students for book/literature review.**
- **Writing for departmental wall-magazines and college magazine help students to develop their creativity.**
- **Organising student's seminar improves communication skills, gaining expert knowledge, networking with others and renewing**

> motivation and confidence.
> - Organising Peer Class (where a student takes class to his peers) helps them to motivate and to improve their communication skill along with authority of the topic.
> - Participation in various activities in Students' Clubs nurture the creativity of the students.
> - Participation in science model/poster competition fosters the scientific attitude in the students.

Problem solving:

> - Most of the students are assigned project work as part of their curriculum under a teacher-supervisor.
> - Organising Group discussion to promote communication ability, generate ideas, interpersonal skills.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	https://bodofaunbc.ac.in/storage/iqac/pEoz3D DgU7O5G4iOtd4bc6XXPCvZPMXV6Owp05Xp.pdf

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

The faculty members of the college are using various technology teaching and learning tools.

> - Most of the teachers deliver their lectures in the class through power point presentation.
> - The digital wing of the central library is linked with various other higher educational institutions, where both teachers and student have their access.
> - The language lab helps the students to access audio materials for English language training.
> - Another learning resource used is SWAYAM: Study Webs of Active – Learning for Young Aspiring Minds. It's an online learning programme offered by the Ministry of Human Development, Government of India. Teachers encourage the advanced learner to enrol in various courses under SWAYAM.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**Nil**

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

2.3.3.1 - Number of mentors

0

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

2.4 - Teacher Profile and Quality

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

48

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

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

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

37

File Description	Documents
Any additional information	[View File](#)
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	[View File](#)

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

2.4.3.1 - Total experience of full-time teachers

48

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

2.5 - Evaluation Process and Reforms

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

Our institution is affiliated under Bodoland University and follows all the rules guidelines formulated by the university. Therefore, our college has very limited space for formulating a continuous Internal Evaluation System of its own. At the beginning of every academic year students are informed about the Continuous Internal Evaluation process of our college. Our department are assigned to conduct the sessional Examination on time, evaluation of the scripts and to submit the marks in the prescribed format for submission at the office of the Controller of Examinations, Bodoland University. Besides, the departments allot specific topics for home assignment and those are evaluated by teachers. Moreover, departments are assigned with the duty of monitoring the percentage of attendance of the students in their classes. Our college has separate committees constituted of faculty members for conducting sessional examination and end Semester examinations. The answer scripts are discussed with the students for identifying the weakness of the students. Further, the scripts are preserved for submission to the university on

demand. The department appoints invigilators for assisting the external examiners for conducting the practical examinations. The internal examination committees are entrusted for monitoring the transparency and effectiveness of the departmental examinations.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

Grievances related to University examination:

- Grievances raised by the students are redressed as early as possible within the stipulated period.
- For grievance regarding marks of a paper/course, college collects complaint from student in prescribed form and forwards to University. As per norms of Bodoland University, if the students are not satisfied with their obtained marks in end semester theory examination results, they may apply for re-scrutiny, photocopy and re-evaluation of their answer script(s) by depositing prescribed fees.
- For errors with respect to students' attendance in the examination, college sends duly certified attendance sheet to University for correcting discrepancies.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

College has stated Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) for all academic programmes. POs and PSOs are planned to ensure complete and comprehensive learning about the program and courses as these are key features for successful career of students in future. Whereas COs are designed by identifying which courses, portions of courses, or series of courses fulfil each PO, are based on principles of

Blooms taxonomy. IQAC designed the PO of each programme, in with Vision and Mission of the Institution, following the guidelines of NAAC. Departments prepared draft version of COs and were finally approved by IQAC.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

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

College has different types of methods and mechanisms of assessment for the attainment of programme and course outcomes. The results of the assessment and evaluation of outcomes are discussed/analyzed in detail by IQAC and proper measures are taken to improve teaching-learning process and thereby to achieve the outcome to the desired level.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

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

132

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

https://bodofaunbc.ac.in/storage/iqac/V5LldRrzUQWPZXKpHEmc0UqxpChekphJVJv1iz74.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

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

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

3.2 - Research Publications and Awards

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

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

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

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

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

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

3.3 - Extension Activities

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

Nil

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

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

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

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

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

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

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

3.4 - Collaboration

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

Nil

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

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

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

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Good infrastructure with a barrier-free and eco-friendly environment enhances the quality of teaching-learning process. College has infrastructural facilities.

- **Classroom: At present 34no of classrooms in the college, out of which 7classrooms are provided with ICT facilities. The classrooms are of different dimensions adequate to accommodate sanctioned strengths of different courses.**
- **Laboratories: College has 15 well-equipped laboratories under various departments, and Two computer laboratories with LAN and internet facilities.**
- **Computing Equipments: There are total 52computers, out of which 42 are for use of students. One 'E language cum multimedia lab' is also established.**
- **One ICT-enabled seminar hall, one conference room and one Video conference room to provide exposure to the students with the class/lecture given by eminent personalities fromnational/international institutions.**
- **Additional physical facilities:**
    - **Wi-Fi enabled campus**
    - **Installation of 15 CCTV cameras in the campus**
    - **Software with integrated applications for e-governance**
    - **Ramps, Divyangjan friendly washroom, reading corner • Biometric system for staff attendance • Well-furnished library • Canteen**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

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

To promote cultural and sports activities, college has a Cultural and Sports Committee to felicitate various activities. Keeping that in mind, the following facilities are made available to the students, Sports, games and Gymnasium: Indoor facilities

- Badminton court
- Oudoor facilities: • Volleyball • Football • Basket Ball • Kabaddi • Playground for Athletics

Cultural Facilities:

College has a rich tradition of cultural activities in drama, dance, music, literary events and fine arts. The college provides necessary facilities for its budding artists.

- The auditorium hall is available for cultural activities.
- The seminar hall is used for cultural programmes as and when required.
- Sports and Cultural committee organizes different cultural activities.
- Various musical instruments with music system are maintained by the Sports and Cultural Committee.
- College introduced various students clubs to inculcate the artistic talents and potential inherent in students.
- Students participate in different cultural activities at college and university level.
- To inculcate the cultural and traditional values amongst thestudents the events such as the celebration of commemorative days, annual college week, Youth festival are organized.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

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

32

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

2

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

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

41.74

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

4.2 - Library as a Learning Resource

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

College Library is situated in the ground floor of the main Administrative building of the campus. The library is comprised of 10349 books and seating capacity of 30. Our library is fully automated with the latest library management software solution KOHA and it provides a reader friendly interface for searching resources in the library along with its availability status. The library has an E-Resource corner. Name of ILMS Software: KOHA Nature of automation: FULL

Features of KOHA:

- **Koha is a web OPAC integrated library system (ILS)**
- **KOHA at DCNCL offers a dedicated cloud server ensuring 24x7 access.**
- **User friendly search facility.**
- **The software is multilingual and transferable.**
- **KOHA's online Public Access Catalogue, circulation management and self-checkout interface are based on updated technology.**
- **Periodical section**
- **Reprography section-print, photocopy and scan Reading hall for students and staff separately.**
- **Computerized issue/Return, Renewal**
- **Subscription of various journals-Print and Online**
- **The library has open access system**
- **Orientation programmes for new members**
- **Digital repository consisting these, dissertations and question papers.**
- **Reprographic Facility**
- **Remote access to the various digitized materials.**
- **Digital Learning for electronic content learning**
- **CCTV surveillance for security reinforcement.**
  - **Link Speed 1000 Mb/s**
  - **IPv4 Address 192.168.1.13**
  - **IPv6 fe80:: bbd2:85c2:25b8:5ead**
  - **D8:BB:C1:80:54:2F**
  - **Default Route 192.168.1.1**
  - **DNS. 218.248.112.193.218.248.112.225**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	B. Any 3 of the above

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

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

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

.12

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

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

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

50

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

4.3 - IT Infrastructure

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

IT infrastructure is spread over all departments, library, IQAC room as well as administrative sections of the college. These facilities are continuously upgraded to meet the demands generated due to introduction of new curriculum, library, office management software, and others. The college has updated its IT facilities by increasing the number of computers, printers, UPS, scanners, LCD projectors, Xerox machines, online admission process, dynamic website, addition of bandwidth, and various software.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

42

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

4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

99.46

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

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

Policy for Use of Facilities provides a framework for optimal use of physical assets:

- **Classroom and Laboratory scheduling enables students to attend classes and are used efficiently.**
- **Administrative office spaces are assigned to one or more individuals.**
- **Central Library space is classified into: reading room/stack/digital-wing/ reference-section and book-bank section.**
- **Sports and Culture related facilities are mainly used for training/competition/ recreation of students/faculty and staff.**
- **There are two separate common rooms for boys and girls to spend their leisure hours.**
- **The health centre provides primary health services.**
- **College owned computer related equipments in offices/departments/library/computer-laboratories and IQAC rooms.**
- **Fire Extinguishers are in place and refilled regularly.**

Policy for Maintenance of Facilities:

- **College maintains a 'maintenance register' to register complaints regarding repairing/ maintenance of various facilities by the staff, attended by principal and disseminated accordingly.**
- **Renovation/alteration/upgrading of existing academic/support buildings is decided by Principal in consultation with concerned head/in charge and is placed to Governing Body for approval.**
- **Sweepers are in place to maintain the cleanliness on daily basis.**

- **College canteen is monitored by Canteen Management Committee.**
- **Three security guards are appointed for 24 hours.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

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

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

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

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

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

B. 3 of the above

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

2

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

2

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

B. Any 3 of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

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

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

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

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

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

File Description	Documents
Upload supporting data for the same	<u>View File</u>
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

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

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

The Bodofa U.N. Brahma College Students' Union (BUNBCSU) is a representative body of student community that allows students to participate in various activities. In each academic session, the college undertakes necessary arrangements mandated by the Lyngdoh Committee of University Grants Commission (UGC) to conduct students' election. The BUNBCSU is entrusted to organise Annual College Week supervised by the faculty members. They are entrusted to organise the Freshers' Social to welcome the newcomers. Student body also takes part in the Youth Festivals organised in the affiliating university from time to time.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

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

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

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

The Alumni Association of Bodofa U.N. Brahma College, Dotma has been actively working as an integral part of the institution. They have named it as Bargo Foraisha Afat. The institute has dynamic alumni, those are working parts of the country and the Association is playing the key role in maintaining a nexus among them.

- The Alumni association organizes its meetings annually within the campus.
- The Association also has helped in the erection of a memorial in the commemoration of the martyrs of the state.
- They actively participate in various cultural activities organized with the campus.
- They also provide help in the continuous evaluation and up gradation of the physical facilities of the campus by submission of their Feedbacks. Their views are always considered for introspection of different activities conducted by the institute.
- Alumni have enriched the infrastructure of the College by donating some furniture to the College.
- Alumni participate in the Core Committee meetings of IQAC

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

College is governed by Governing Body (GB), the apex body of college. The plans and policies are framed by GB by involving various stake holders and are in line with vision and mission of the college. GB, IQAC and faculty members play a pivotal role in

designing and implementing quality policies in teachinglearning/ research/governance/extension activities.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

College encourages a culture of decentralization and participative management by involving stake holders in a number of administrative roles.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college is affiliated to Bodoland University and all activities, rules and regulations are done by following rules and regulations of UGC, State Government and Bodoland Territorial Coucil Government. The Governing Body guides the Principal and monitors the College through him. The Governing Body: The College has an effective and well functioning organizational structure and the prime administering authority is the governing body. The Body is consist of renowned educationist from the locality, Principal, a few selected staff members, guardian members and affiliating University representatives. The highest authority is the President of the Governing Body, who is selected from among the educationists of the area and is appointed by the Director of Education, Bodoland Territorial Council. It recommends strategic plans in respect of development of infrastructure, quality improvement in teaching learning process and good practices.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

College follows policy of participatory decision making which is evident from its administrative set up, appointment procedure, service rule etc. Policies:

- To realize the vision and mission, college has framed various policies.

Administrative Setup:

- Principal is at the apex of the administration and functions under GB.
- Vice-Principal, works under Principal and mainly looks after the academic activities.
- Head of the departments are responsible for looking after individual departments and are member of Academic Council.
- Faculties are responsible for dissemination of knowledge & skill to the students. They are also members of various committees.
- Librarian is the head of the central library and is supported by
- Assistant Librarian, Library Assistant and Library Bearer.
- IQAC is responsible for ensuring quality in all academic and administrative activities.
- Office of the college works under Principal with Head Assistant, Senior Assistant, Junior Assistant and Office Bearer.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	**Nil**
Upload any additional information	[View File](#)

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination | **B. Any 3 of the above**

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

6.3 - Faculty Empowerment Strategies

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

Pension, Gratuity, Leave Encashment Facility: All the staff working against permanent posts are eligible for these facilities from government of AssamCollege organises Seminars/Workshops/Staff Development Preprogramme for staff.Provident Fund: The facility is available for the staff joined before 01/02/2005 as per Govt. norms. Group Insurance Scheme: All staff working against permanent posts are insured through Group Insurance Scheme of LIC as per Govt of Assam. Medical Facilities: Health Centre with one para medical staff is available for staff and students. Leave Facility: Staff of the college are entitled for Study Leave, Duty Leave, Maternity Leave, Child Care Leave etc.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

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

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

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

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

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

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

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

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

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

Institution has performance appraisal system for all staff. For teaching staff: 1. Performance Based Appraisal System: PBAS format has been prepared by IQAC following the guidelines of UGC and Govt. of Assam. IQAC collects API-PBAS from all faculty members. The performance of faculty is assessed by Heads, Co-ordinator-IQAC and Principal. The performance appraisal consists of three parts: Category I: Teaching, Learning and evaluation related activities Category II: Professional Development, Participation in Cocurricular and Extra-curricular activities Category III: Research and Academic activities 2. Annual Confidential Report: ACR for teaching staff is prepared by Principal as per the format of Govt of Assam and submitted to the Director of Higher Education as and when directed. 3. Evaluation by the Students: Feedback on performance ofteachers is collected from students, evaluated and necessary measures taken for improvement. For Non-teaching Staff: 1. Performance Appraisal of Non-teaching staff: AnnualConfidential Report is prepared by IQAC as per the format of Govt of Assam and is assessed by Principal every year. 2. Student Feedback: Student Feedback taken on College Office, Library as well as the suggestions received from the students are used to evaluate the performance of non-teaching staff of the college.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.4 - Financial Management and Resource Mobilization

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

There is two tier financial audit system in the college which involves- 1. Audit by Chartered Accountant 2. Audit by Government Auditor Before any payment bills and vouchers are checked by the college office and certified by HOD/Teacher Representatives to Governing Body. Financial audit is a continuous process, carried out by CA. All bills, vouchers are stock registers are checked and verified by the auditors. Finally, an audit report is prepared by the CA, which is placed in the Governing Body. Grants received from UGC, DBT, RUSA and other agencies, utilization certificates are prepared as per the guidelines of the funding agency, duly checked and signed by CA and submitted to the corresponding authority. Government audit, carried out by Department of Local Audit, Govt of Assam, as per their schedule. Income-Expenditure is assessed and Receipt-Payment is checked as per government rule.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

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

0

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

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

Institution applies different strategies for mobilization of funds from various agencies as per the standard procedure of the agency concerned. Generally, it is a three-step strategy that involves:

1. **Identification of Project by IQAC/Department**
2. **Preparation of Project Proposal and Submission**
3. **Implementation of Projects**

Following this strategy, various projects are either implemented or being implemented in the college during the session 2023-2024.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5 - Internal Quality Assurance System

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

To inculcate creative qualities for holistic development of the students, various Student clubs, namely, Photography, Dance, Drama, Literary, Art and Drawing, Debate, Electronic, Music, Sports, Mathematics, Quiz and Eco club have been established. Each club is supervised by an in-charge from college staff. In addition, a student member is assigned as student leader in each club. The club activities are also assigned in the college daily routine. Various programmes/competition are organised in relation to these club activities.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

IQAC has prepared a Teacher's diary containing timetable/workload/actual teaching units/ syllabus completing summary/mentoring work/library work/research activities/extension works and other administrative responsibilities. Every teacher has to maintain the Diary regularly. Individual Teacher Diary is verified and signed by Head of the concerned departments and is then submitted to Principal for final approval. Principal monitors the overall performance of the teachers through the verification of the Diary.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File](#)

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The college believes in simultaneous development and progress of all the genders for the overall development of the institute as well as the society. Keeping that in view, the college follows its Annual Gender Sensitization Action Plan and undertakes various initiatives to promote the gender equity. It has Women Forum, Women Cell, a sister organization of B N College Teachers' Association. Invited talks by renowned speakers are regularly organized to aware about equality, human dignity, Legal Rights etc. The safety and security is the priority of the college and all such issues related to safety and security of the students as well as the staff of the college. The campus is under security guards and CCTV surveillance placed at strategic points to monitor the campus. The college has well-furnished Common Room for boys & girls equipped with Study and Fitness Corner and separate washrooms and Sanitary Napkin Vending Machine in Girls' Common Room. It has Anti-Ragging Committee and Internal Complaint Committee and necessary interventions to ensure safety.

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

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

`C. Any 2 of the above`

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

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

`It is the policy of the college not to compromise on waste management and also set an example of eco-restoration and sustainable development for the visitors and the society.`

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

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

`D. Any 1 of the above`

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants	C. Any 2 of the above

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

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

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

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5.	C. Any 2 of the above

Provision for enquiry and information :
Human assistance, reader, scribe, soft copies of
reading material, screen   reading

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

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

To inculcate the spirit of "Unity in Diversity" among the students/ staff and provide an inclusive campus in the college, the institution provides free access to all the sections of the society irrespective of caste, creed, religion, language etc. It strictly follows the state reservation guideline in appointments and admission procedure to ensure equal opportunities. Students from Below Poverty Level (BPL) are granted free / fee waived admission. It also promotes Government scholarships etc. It also provides on its own scholarships to the poor and meritorious students from the Students' Aid Fund of the college. It is fed mostly from vernacular medium schools and the students, who are pursuing different programmes in English medium face linguistic difficulties in understanding the subjects.

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

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

Being a site of human resource development, the college has its view

and aim not only to provide quality higher education to its students, but at the same time to cultivate efforts to develop them into independentminded responsible global citizens too. The college organizes activities that sensitize the students and the staff about our constitutional obligations (values, rights, duties and responsibilities as a citizen). It observes important commemorative days (National and International) in the campus where all the stakeholders participate spontaneously. Every year, the college cherishes patriotism, sovereignty and democracy byorganizing various programmes in connection with the commemoration of Nation's Independence Day, Republic Day, Constitution Day, Voter's Day, Martyr's Day etc. It facilitates its students for enrolling in the National Service Scheme (NSS).that foster values of nationalism, patriotism and humanity among the students. The NSS the college arrange various programmes and activities to inculcate constitutional obligations, duties and responsibilities among the students. The college sensitizes and inspires the students regarding their duties to the society, need of Swachchaata and pollution free environment in the society, etc. This is undertaken by adopting awareness programmes in society, schools and villages.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	[View File](#)
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	B. Any 3 of the above

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

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

Being inspired by the Vision and Mission of the college, the institution facilitates in organizing programs in connection with celebration / observation of notable commemorative days of National and International interest. Amidst the hectic academic schedule, every year, the college celebrates such commemorative days / events / festivals with pride and enthusiasm by involving all the staff members, governing body members and the students of the institution. The aim and objective of observing / celebrating such commemorative days by the institution is to inculcate values and morals, duties and responsibilities; inspiration for the holistic development and empowerment of students to become a responsible global citizen. While celebrating the commemorative days, the institution organizes different activities and competitions like quiz competition, speech competition, song and dance competition, staging of drama, poster presentation and model competition etc. related to the event to be observed. Some of such days are National Science Day, Republic Day, Independence Day, Gandhi Jayanthi, Librarian's Day, College Foundation Day, Sanskrit Day, National Voter's Day, National Sports Day, Constitutional Day, Birth Anniversary of Netaji Subhash Chandra Bose, Birth Anniversary of Rabindranath Tagore, Anti Tobacco day, National mStatistics Day, Rashtriya Ekta Divas, National Pollution Control Day etc.

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

7.2 - Best Practices

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

1. **Title of the Practice: Promote and Support Students to participate in sport activities**
2. **Title of the Practice: Bodofa Memorial Day Festival**

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

7.3 - Institutional Distinctiveness

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

As the portray of the performance of the college, Bodofa U. N. Brahma College, Dotma, NSS Unit adopted a rural village (vill-Gomabil, PS.- Dotma, Kokrajhar) which is near to the college .The main objectives of adopting the village are to provide new ideas of development to the villagers and helping them to solve various problems which would improve their living standard. NSS unit of the college cooperate with the villagers and organised various programme in the village to short out their problems. NSS Volunteers with the guidance Programme Officer proving the information about latest developments in agriculture, Nutrition, Breastfeeding, Personal hygiene, schemes for skill development, Government schemes etc. NSS & NCC Unit of the college has taken extensive awareness programmes on areas of mutual benefit to local people. The Centre organizes various awareness programmes in which opportunities are created for students to participate in them, and to develop their personality.

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

7.3.2 - Plan of action for the next academic year
• **Organising National Seminar** • **Publication of a International Journal**