



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution

**B.B COLLEGE BAIGANBADIA,
MAYURBHANJ.**

- Name of the Head of the institution **Dr.Jatindra Nath Singh Dev Sachan**
- Designation **Principal in charge**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **06792279109**
- Mobile No: **9337427543**
- Registered e-mail **bbcollegebaiganbadia@gmail.com**
- Alternate e-mail **bbcollegeiqac14@gmail.com**
- Address **AT/PO- BAIGANBADIA,VIA-KUCHEI,PS-KULIANA,MAYURBHANJ,**
- City/Town **BAIGANBADIA**
- State/UT **ODISHA**
- Pin Code **757105**

2.Institutional status

- Type of Institution **Co-education**
- Location **Rural**
- Financial Status **Grants-in aid**

- Name of the Affiliating University **MAHARAJA SRIRAM CHANDRA BHANJA DEO UNIVERSITY (PREVIOUSLY NAMED AS NORTH ORISSA UNIVERSITY) ,MAYURBHANJ.**
- Name of the IQAC Coordinator **Dr. Rajendra Kumar Das**
- Phone No. **06792279109**
- Alternate phone No. **06792255331**
- Mobile **9438709488**
- IQAC e-mail address **bbcollegeiqac14@gmail.com**
- Alternate e-mail address **bbcollegebaiganbadia@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)

<https://bbcollege.edu.in/naac-ugc-corner/>

4.Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<https://bbcollege.edu.in/wp-content/uploads/2022/04/Calendar-2020-21.pdf>

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.05	2012	10/03/2012	09/03/2017

6.Date of Establishment of IQAC

21/07/2014

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
Institution	Infrastructure	Govt. of Odisha	365 Days	1000000.00

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 03

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- 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)

Library Digitilization process started with Bar-codding of Books

One Smart Class Room Prepared in the Science Block of the College.

Required equipment for Science Laboratories purchased as per CBCS Syllabus.

Two Additional Class Rooms Completed and ready for class and Examination Purpose.

Many Departmental Seminars,Workshops,Social Awareness Activities like First Aid Village Medical Promoter Training by YRC and other Community Development Programmes by NSS were organised.

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
Digitalization of Library	Digitilization process started with Bar-codding
Preparation of Smart Class Room	One Smart Class Room Prepared in the Science Block of the College.
To make the Laboratory well equipped as per CBCS Syllabus	Required equipment purchased as per CBCS Syllabus.
To take initiative to Complete Two Additional Class Rooms and Examination Hall.	Two Additional Class Rooms cum Examination Halls Completed.
Development of College Garden for Beautification of the campus	Initiative taken to plant more and more Flower Plants along with protective measures

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body, B.B. College, Baiganbadia, Mayurbhanj.	11/07/2020

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

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• Designation	Principal in charge
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• Location	Rural
• Financial Status	Grants-in aid
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• Name of the IQAC Coordinator	Dr. Rajendra Kumar Das				
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• IQAC e-mail address	bbcollegeiqac14@gmail.com				
• Alternate e-mail address	bbcollegebaiganbadia@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://bbcollege.edu.in/naac-ugc-corner/				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://bbcollege.edu.in/wp-content/uploads/2022/04/Calendar-2020-21.pdf				
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Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.05	2012	10/03/2012	09/03/2017
6.Date of Establishment of IQAC			21/07/2014		
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	
Institution	Infrastructure	Govt. of Odisha	365 Days	1000000.00	
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• Upload latest notification of formation of IQAC			View File		
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13.Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Governing Body, B.B.College, Baiganbadia, Mayurbhanj.	11/07/2020
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2020	26/02/2022
15.Multidisciplinary / interdisciplinary	
16.Academic bank of credits (ABC):	
17.Skill development:	
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language,	

culture, using online course)

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

20.Distance education/online education:

Extended Profile

1.Programme

1.1 **B . A . , B . S c . , B . Com**

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

File Description	Documents
Data Template	View File

2.Student

2.1 **994**

Number of students during the year

File Description	Documents
Data Template	View File

2.2 **695**

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

File Description	Documents
Data Template	View File

2.3 **240**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic	
3.1 Number of full time teachers during the year	28
File Description	Documents
Data Template	View File
3.2 Number of Sanctioned posts during the year	33
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	31
4.2 Total expenditure excluding salary during the year (INR in lakhs)	40.89
4.3 Total number of computers on campus for academic purposes	17

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

B.B.College, Baiganbadia is only Higher Education Institution in this tribal dominated area of Mayurbhanj District. It is a premier Institution which is affiliated under Maharaja Sriram Chandra Bhanj Deo University, Mayurbhanj which was named as North Orissa University earlier and under the jurisdiction of RDE, Balasore. It imparts UG Courses of education in Honours in different subjects of Arts, Science & Commerce streams. The Curricular aspects of the courses at this College are guided by University Regulations Acts. With a disseminating knowledge and to invigorate future human

resources, the institution continues to inculcate social and human values in the younger students through academic curriculum and social activities. The Vision, Mission and Objectives are communicated to stakeholders at the beginning of each academic session. On the very first of the academic session, the Staff Council meets under the Chairmanship of the Principal to chalk out plans for academic, cultural and other programmes as per Government and University guidelines. After analysis of inputs provided by different departmental Staff, it prepares the guidelines for smooth functioning of the college in an effective way. The teaching plan is prepared by respective departmental faculties as per the principles of the Staff Council guidelines and regulations formulated by MSCB University, Mayurbhanj. The college has qualified, dedicated and experienced Faculties for timely completion of course curriculum through different courses, delivery methods like lecture, class presentations, tutorials, practical, proctorial classes. Remedial classes for the weak students are given special importance in order to bridge the gap of the advance and slow learners. Provisions for scholarship & rewards felicitations increases the learning zeal of the students. The Academic Bursar and the Principal look after the management of classes on daily basis. The Plan and Progress of the academic works are maintained by individual faculty member, which is supervised by the respective HODs weekly and reviewed by Academic Bursar and Principal on monthly basis. The authority of the Higher Education Dept., Govt. of Odisha as well as the authorities of the MSCB University inspect institution to review the academic progress and management. The college has well-equipped Library with Reading Room facilities. The students are provided with question banks, reference books, journals and newspapers. The college has developed internal assessment system like monthly unit test, and mid-term examinations and presentation of papers by the students in seminars. The students appear at mid-term and semester examination as per university guidelines. The college rewards for best graduate in Science, Arts and Commerce on the Foundation Day Ceremony of the College every year. All Students-centric programmes are undertaken by the Institution for overall development of students. Besides class room teaching, regular Annual Athletic Meet, Cultural Competitions, Community Awareness Programmes organised through YRC, Red Ribbon Club, Eco Club, NSS & Self Defence wing. The College celebrated and observed different days declared by the Central and State Govt. The college publishes its Annual magazine "THE SRADHANJALI" where the students and the staff express their creativity. The Editorial Board of the college plays a dominant role for publishing the magazine. Also the literary creativity of the students are ventilated on the college

wall magazine "ATASI KUSUMA".

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://bbcollege.edu.in/wp-content/uploads/2022/04/OFFICE-OF-THE-PRINCIPAL.pdf

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

The College Prepares Academic Calander every Year as per the guidelines of Higher education Department, Govt. of Orissa in beginning of the Academic Session. The Academic activities, Examinations and other extracurricular activities are conducted as per the schedule mentioned in the Academic Calander and as per the guidelines of M.S.C.B. University. The college publishes its yearly College Calander for the students and Staff of the College. The Calander includes various rules and Regulations for smooth functioning of Academic activities and General welfare of the students.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://bbcollege.edu.in/wp-content/uploads/2022/04/Calendar-20-21.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

A. All 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	View File

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

13

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
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)

13

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
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

22

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

File Description	Documents
Any additional information	View File
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

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Institution integrates crosscutting issues relevant to Professional Ethics and Human Values, Gender Equality, and Environment Sustainability in the Co-curricular and Extracurricular Activities. Actually the university decides the syllabus and college has to follow it. But in this limitations college do its best for above said issues. Some of the steps taken are below:

1. Human Values and Professional Ethics: To create scientific approach and social awareness among the students, Seminar and Quiz, Essay Writing Competition etc. are organised by NSS and YRC in Collaboration with NGO and Govt. bodies. The college takes efforts for integration of ethical and human values through extra-curricular activities also. Programs conducted under NSS, YRC, RRC, and Eco Club help to inculcate human values among students. Guest lectures on value education have been organized for students. National festivals like Independence Day and Republic Day serve as a platform to enliven patriotic and moral values. Different social activities have been initiated by the college like Health and Hygiene awareness programs, Medical check-up camps, AIDS awareness programs, Voter's awareness program, Road safety Campaign, Blood donation camps etc.

2. Gender Equality: Numbers of programs are conducted for girl students such as organization of folk dance competition, Women's day, Woman Empowerment, Laws for Woman, and Gender Equality. The N.S.S. & YRC. unit of our college has been very proactive in conducting different extension activities not only in college premises but also in adopted villages.

3. Environment Sustainability: N.S.S. & YRC wing of our college promote environmental protection through tree plantation and other sustainable development programs. Every year, N.S.S. Units & YRC undertook a lot of activities in the nearby villages during the special camps. In these camps, N.S.S. & YRC Units organized various environment related programs including tree plantation, village cleanliness, plastic free drive, Poster Competition, Debate Competition, etc. Various activities like quiz and poster competitions, invited talks are organized to create awareness about nature, biodiversity, environment and sustainability. Different activities have been initiated by the college to save environment such as Cleanliness Campaigns at Dhunimath, Bus and Public spaces etc. The cleanliness program is organized to clean ponds, watering plant, Celebration of various days like World Environment Day, World Water Day, World Forest Day, Vana Mahatsava etc. The college has taken initiative in "Swachch Bharat Abhiyan" and "Tree Plantation" programs which are introduced by the Indian Government

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

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

10

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

176

File Description	Documents
Any additional information	View File
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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
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://bbcollege.edu.in/wp-content/uploads/2022/04/1-1.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

416

File Description	Documents
Any additional information	View File
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

579

File Description	Documents
Any additional information	View File
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

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

We believe in outcome-based learning processes, where we identify students as slow learners and advanced learners based on the prerequisite tests, class interaction, test performances. We at the institute, give emphasis on improving the performance by providing proctorial classes which are conducted outside regular classes. Extra classes are taken for students who have failed in the exam where the faculty spares time to sit with those students individually to cope up with the subject.

Through a mentor-mentee system also all kinds of support are provided to the slow learners. The strenuous efforts taken by the faculty towards the slow learners has resulted in improved results and pass percentage. The mentor takes extra effort to understand the socio-economic backgrounds also which is sometimes a reason for poor performance.

All necessary emotional and professional counselling is also provided whenever required. The mentor also connects the weak learners for the subject teachers with whom they are comfortable for extra support. The Institute ensures that a slow learner clears all his courses within stipulated three years and also provides extra attention to build additional skills which makes them employable. Parents of students are informed in case of poor academic performance and psycho-social problems whenever necessary.

Advanced learners are given opportunities to be part of innovative projects and other technical initiatives of the institute. The toppers of each class are appointed as Class Representatives and

HOD Nominee for the department who are part of students' council so as to give a chance to develop their communication, leadership & team building skills. They are also given an opportunity to be office bearers of student council and various professional bodies and lead professional activities at University and National Levels.

File Description	Documents
Link for additional Information	https://bbcollege.edu.in/wp-content/uploads/2022/04/2.2.1.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
994	28

File Description	Documents
Any additional information	View File

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

The college provides a variety of learning experiences:

- Science Students experience theoretical learning through related practicals. Also, field trips for science students facilitate observing and collecting data and specimens related to the subject, such as visits to forest areas, Fish Farms, Tasar Farms, Agro Parks, Legislatures, industries and national laboratories of repute such as CIFA.
- BA Communicative English students participate in group discussions /mock interviews.
- Students are involved in interactive learning, problem-solving exercises, group discussions, seminars, paper presentations, quiz competitions, workshops, role-play, etc.
- Educational screenings in the classroom make subject learning interesting.
- The learning experience is upgraded by extensive use of ICT tools- PPTs, LCD, interactive boards by teachers, especially

consequent to the COVID-19 pandemic and evaluated through mock tests, quiz, and online testing.

- Learning is made student-centric through project work, seminar presentations, and assignments.
- Students often volunteer in conferences, seminars and workshops.
- Students are motivated to register on portals of e-learning. Spoken Tutorials and the survey for registration was monitored through Google forms.
- The College Central Library provides internet facilities, access to texts Wi Fi, reference books, Educational CDs and DVDs.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://bbcollege.edu.in/wp-content/uploads/2022/04/20488_17_34.pdf

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

B.B.COLLEGE, BAIGANBADIA, MAYURBHANJ, ODISHA 2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences Response: We believes in the adoption of students centric methods to enhance student involvement as a part of participative learning and problem solving method. Role Plays, Team works, Debates, Seminar and case studies Specifically Students centric Teaching Methods are reflected in project work, Field Visit, Industrial visit & guest lectures. Specifically the students centric methodology include 1. Experiential Learning 2. Student Project work 3. Participation in competition at various level i. For Real time exposure students are encouraged to participated at National and International Level 4. Field Visits i. Faculty identifies and propose Academically significant Field visits and Surveys 5. Industrial Visits i. Departments Plan and Organise the industrial visits for students to provide exposure to industrial work culture. 6. Participated Learning 7. Teachers adopt role play method especially in management and PG Technical courses to supplement Teaching by way of participative learning 8. Team work 1. All Departments organize students activities to promote the spirit of Team work 2. The activities and Camp of NSS, institutional social responsibility through Red Cross ,Village

Adoption, Tree plantation . Swatchh Bharat and Health awareness camp to help the students to learn Art of living in a team for Social and community welfare. 3. Debates • Debates: Debates are followed in many of the subjects where students are required to come with different opinions, thought processes thus the learning process gets justified in the argue-mental way of learning. 4. Group work i. Practicals and workshops in all individual and group work under the guidance of teachers are also conducted. 5. Case studies ii. Case study method is adopted in teaching learning process to make the students have logical thinking and practical knowledge to develop problem solving ability. This is commonly adopted in management programmes as well as while teaching Business law, cyber laws etc. 6. Analysis and Reasoning i. All questions in examination are based on analysis and reasoning. ii. Free internet access in the library and wifi facilities in campus promotes the habit of self learning and discussion. 7. Discussion College follows the discussions methods in many of the subjects as it makes the students to think wide and participate in coming up with the opinions & suggestions to check their current knowledge. Discussions are held basically in soft skills, managerial communications, business adoptions etc. 8. Quiz: Quiz are conducted by subject teachers. 9. Research Activities Research activities are conducted in each Department under the guidance of senior faculty where the students of different semester get knowledge about emerging area and help them to promote in Research aptitude.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://bbcollege.edu.in/wp-content/uploads/2022/04/20488_18_36.pdf

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

28

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
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

Out of sanctioned 33 post their 28 full time teachers.

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	No File Uploaded

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

11

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

653

File Description	Documents
Any additional information	View File
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.

Response: The college has transparent and robust evaluation process in terms of frequency and variety. In order to ensure transparency in internal assessment, the system of internal assessment is communicated with the students well in time. The Principal holds meetings of the faculties and directs them to ensure effective implementation of the evaluation process. At the entry level, admissions are given purely on merit basis and the lists of merit students are displayed on Notice board. Students who are admitted for the concerned course are assessed continuously through various evaluation processes at college and University level. Continuous evaluation is made through Group Discussion, Unit Tests, Assignments Submission, Field Visit / Field Work and Seminars Presentation. Unit tests are conducted regularly as per the schedule given in academic calendar. The weightage for the unit tests varies as per the concerned faculty. The performance of the students is displayed on the Notice board and communicated to the students. Personal guidance is given to the poor performing the students after their assessment. Students appearing for Second /third year are asked to deliver the seminars of the concerned subject. Topics are given by their teachers to the students to prepare for power point presentation. For transparent and robust for internal assessment, the following mechanisms are conducted ? Internal Examination Committee. ? Question Paper Setting. ? Conduct of Examination ? Result display ? Interaction with students regarding their internal assesment. The method of internal assessment helps the teachers to evaluate the students more appropriately. Due to internal assessment, the interest of the student towards learning and attending the classes has been also increased. It has created the interest among the students to take active participation in various co-curricular and extra-curricular activities for their overall personality development. The seminar presentation improves the communication

skills of the students which is very essential to face the interviews. In this way mechanism of internal assessment is transparent and robust

File Description	Documents
Any additional information	View File
Link for additional information	https://bbcollege.edu.in/wp-content/uploads/2022/04/Response.pdf

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

2.5.2 Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient The institute has devised an efficient mechanism to deal with examination related grievances which transparent in the pattern and conduction of CIE and rectification of grievances is time bound. The college follows strictly the guidelines and rules issued by the affiliating university while conducting internals and semester-end examinations. At Institute level: At Institute level, an examination committee, comprising of a senior teacher as convener and other teaching and non-teaching staff as members, is constituted to handle the issues regarding evaluation process. The teacher distributes evaluated answer scripts to students, and any clarifications or grievances are addressed by the teacher. The internal marks are displayed on the notice board. If any discrepancy like mistakes in question paper, mark allocation, correction is noticed by the students, the concerned teacher will resolve the discrepancy, and the necessary corrections will be made. If a student is not satisfied with the marks awarded even after resolved by the teacher, then he may represent the same to the HOD concerned. All such representations are taken positively and are reassessed by another teacher if necessary. Parents are informed about their ward's performance through SMS and Mail. Students are counseled by the faculty mentor, and remedial classes are conducted for students who have failed in the examinations. Retest for the Internal Assessment are conducted for Students who remain absent for internal exams due to genuine reason. Within a time bound the Internal Assessment marks are entered in the University web portal, by student's login, students can individually view their performance in the University portal. At University level: If students have grievances related to evaluation of university answer scripts it is intimated to the subject handling faculty and head of the department if necessary,

for further action. Students can bring their grievances by applying for the following evaluation procedure: Re-Evaluation: Students can apply for re-evaluation of their answer scripts within a week from the declaration of results if they are not satisfied with their results. The results of re-evaluation will be announced as per the university norms. Challenge Evaluation: If the re-counting/re-evaluation results are not satisfactory, a student can apply for challenge evaluation within a week after the announcement of the revaluation results. The evaluation process is carried out by two subject experts. Result will be announced before commencement of University Examination and the fees will be refunded to the students if he/she clears the paper. So maximum chances are given to the students to clear the subject. The entire process is maintained transparent and time bound by the university.

File Description	Documents
Any additional information	View File
Link for additional information	https://bbcollege.edu.in/wp-content/uploads/2022/04/20488_24_50.pdf

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.

2.6.1 : Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution. PROGRAMME OUTCOMES, PROGRAMME SPECIFIC OUTCOMES, COURSE OUTCOMES
 Mechanism of Communication: ? The College adopts Outcome based education rather than input oriented bell shaped curve of learning. The following mechanism is followed by the institution to communicate the learning outcomes to the teachers and students. ? Graduate attributes are described to the first year students at the commencement of the programme. ? At least five hours are spent by the teachers for introducing the subject to the Students. ? Learning Outcomes of the Programs and Courses are observed and measured periodically. ? Soft Copy of Curriculum and Learning Outcomes of Programmes and Courses are uploaded on the Institution website for reference. ? The importance of the learning outcomes has been communicated to the teachers in every IQAC Meeting and Staff Meeting. ? The students are also communicated about the Programme outcomes, Programme Specific Outcomes and Course outcomes through Tutorial Meetings. ? Demonstrate of thorough

conceptual understanding in the core areas of all the subjects with the support of mathematics. ? Identify the most relevant concepts that arise in everyday life, and devise a strategy in order to arrive at the solutions in the respective subjects and are made to understand the connection between key concepts and applications. ? Use software tools and coding at a level necessary to perform mathematical operations, statistical analysis and simulations in solving complex problems. ? Use basic laboratory equipment correctly and effectively in order to conduct measurements, and analyze and interpret the results, including a quantitative understanding of uncertainties. ? Locate existing scientific research relevant to a given topic, and evaluate its accuracy. ? Communicate the results of scientific work effectively, making use of clear and well organized writing and presentation skills, and employ equations and visualization tools as needed.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://bbcollege.edu.in/wp-content/uploads/2022/04/20488_25_52.pdf
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.

2.6.2 Attainment of Programme outcomes, Programme specific outcomes and course outcomes are evaluated by the institution. Response: Our Institute is affiliated to Sant Gadge Baba Amravati University, Amravati. We offered Under Graduate, Post Graduate and Research programs and courses under the Faculty of Arts, Commerce and Science. For these programs and courses, the institute followed the curriculum designed by our affiliated university. The Programme outcomes, Programme specific outcomes and course outcomes are evaluated by the institution and the same are communicated to the students in the formal way of the discussion in the classroom and departmental notice board. After measuring attainment of POs , PSOs and COs, it has been observed that the strength of the students as well as passing percentage of the students is increasing progressively. Besides, students' progression to the higher studies that is from Under Graduate to Post Graduate seems to be increasing consistently and rapidly in the last five years. In a similar way, the ratio of students'

placement is also increasing. We took utmost care of measuring the level of attainment of POs, PSOs and COs and followed formal as well as informal mechanism for the measurement of attainment of the outcomes. Even we took feedback from all the stakeholders in this respect and try to take necessary steps accordingly. Subsequently, the College took care of the attainment to measure the POs, PSOs and COs and implemented the mechanism as follows:- ? The institute followed the Academic Calendar of our affiliated university. ? All the subject teachers maintained Academic Diary in every academic year. ? All the subject teachers prepared Semester-Wise evaluation Reports. ? Internal examination committee analyzed evaluation reports of results. ? Institute considered Feedback from the Stakeholders for the attainment of PO, PSO and CO. ? Placement committee took the review of the Students' Progression to Higher Studies and their Placement. The Program outcomes of Bachelor of Arts are as follows: PO1: Students are introduced to community engagement and global understanding PO2: Critical and creative thinking of the students have been developed. PO3: Students developed their Communication skills. PO4: Ethical values are inculcated among the students. The Program outcomes of Bachelor of Commerce are as follows: PO1: Students received knowledge of the application of basic skills necessary for analysis of programs in Economics, Accounting, Marketing, Management and Finance. PO2: Understanding of the students is improved of national economic and business scenario. PO3: Students developed their entrepreneurship and contributed in the successful operation of a business. The Program outcomes of Bachelor of Science are as follows: PO1: The students understood the fundamentals of science education. PO2: The students' knowledge in all basic sciences is enriched. PO3: Interdisciplinary approach amongst students has been developed. PO4: Sense of scientific responsibilities, social and environment awareness have been inculcated among the students. PO5: Students built-up a progressive and successful career in academics and industry. PO6: Students are motivated to contribute in the development of Nation and community. Attainments of CO's are calculated by using university examination results. Attainment levels are finalized at college level and conveyed to IQAC through Internal Examination Committee. The attainment level of each CO is computed by setting weights as follows: Weight Benchmark 1 Number of students securing below 35% 2 Number of students securing above 36 to 45 % 3 Number of students securing above 46 to 60 % 4 Number of students securing 61% and above % The averages attainment of COs of each course is mapped to POs & PSOs. Sample sheets attainment of COs, PSOs and POs for B.Com., B.A. and B. sc. are attached in additional information. File Description: ? Upload any additional information

? Paste link for Additional information

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://bbcollege.edu.in/wp-content/uploads/2022/04/20488_26_55.pdf

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**

239

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	View File
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://bbcollege.edu.in/wp-content/uploads/2022/04/2.7.1-1.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)**

00

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

00

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

01

File Description	Documents
Report of the event	View File
Any additional information	View File
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

03

File Description	Documents
Any additional information	View File
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

2

File Description	Documents
Any additional information	View File
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

EXTENSION ACTIVITIES: This is to declare that the report in the said website shows the various Extension Activities conducted in the neighbourhood community to sensitize the students to social issues for their holistic development by the institution during the years i.e., 2020-21.

N.B. See the Website Link.

File Description	Documents
Paste link for additional information	https://bbcollege.edu.in/wp-content/uploads/2022/04/BBC-YRC-Annual-report-2020-2021.pdf
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

04

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

01

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
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

19

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

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

00

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

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

01

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
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.

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

The college has adequate infrastructure that is spread across a area of 5.6 acres of lush green environment. The institution provides admirable infrastructural facilities for the teaching-learning experiences and value- added programmes & activities. Activity based learning, Laboratory oriented theory classes which bridges the gaps in academic teaching . The available physical infrastructure is optimally utilized to conduct Under Graduate certificate courses, co-curricular activities / extra - curricular activities, meetings, seminars, conferences etc.

The institution possesses the following infrastructures for teaching and learning:

Classroom: 23Class Rooms are present. Classrooms are equipped with all necessary infrastructure to facilitate to enhance the teaching learning process.Tutorial rooms are available. The optimal utilization is ensured through encouraging innovative teaching - learning practices inside the Classrooms through well experienced teachers.

Laboratories: Spacious and well-furnished 05 laboratories and 01 dark room with good ventilation and lighting facilities are available. All laboratories are equipped with essential equipment to meet the requirements of the curriculum. All the labs are

equipped with good technical support staff available during working hours and beyond (as and when required).

Seminar Hall: Seminar halls equipped with LCD projector, audio-visual facilities. The webinars, Guest lectures, seminars, conferences and symposium are conducted in the seminar hall which helps the students to get new ideas and insights where knowledge sharing kick starts. And also, Science departmental block has a Seminar Hall exclusively for conducting department events.

Library: The college library is occupied in the First floor, of the building. The Library is Spacious, well ventilated & lighted. In the library one computer, one bar code scanner and one printer are in use. The College Library is equipped with a large number of books and journals. Students and faculties can also refer their relevant subject textbooks from the department library for their reference.

Internet Facility: Supported by Gio Net work Ltd Pvt Ltd with 100 Mbps (1:1) Internet Leased Line.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://bbcollege.edu.in/wp-content/uploads/2022/04/4.1.1_Infrastructural_Facilities.pdf

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

SEMINAR HALL ;

A Seminar hall with multimedia facility and good seating arrangement for 200 viewers.

PENDAL:

A permanent pendal is there in the college campus where around 1000 viewers can accommodate for any special programmes

SPORTS

- The college has volley ball and throw ball courts in the

open field.

- Cricket is practiced in the field.
- Football is also practiced by the students in the evening in the ground.

INDOOR GAMES:

- Different indoor games like Carrom, Chess, Ludu are provided for both girls and boys students.
- Staffs of the college are also provided with such facilities in their leisure hour.
- The college has also facility for indoor games like shuttle cork, volley ball etc. for both staff and students.

Cultural activities:

Co-curricular activities are generally conducted after the class hours either in the class rooms or in the Seminar Hall. Cultural week is conducted exclusively when the teaching work suspended partially to conduct different cultural events like:

- Group and Solo Dance
- Group and Solo Singing
- Skits
- Essay-writing
- Debate
- Cooking
- Rangoli

Yoga

- Yoga classes are conducted frequently and International yoga day observed on 21st june every year.

Write-up:

The institution aims to create model citizens of the nation. In this aspect the institution believes in the overall development of the students. So the institution provides a full fledged Seminar Hall and a Pandal where various activities such as seminars, yoga classes are conducted for students. The institution also promotes the sporting activities. The college conducts events such as Athletics meet annually. Students also participate in inter University and inte college sports and cultural fest.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://bbcollege.edu.in/wp-content/uploads/2022/04/4.1.2-The-Institution-has-adequate-facilities-for-cultural-activities-sports-games-indoor-outdoor-gymnasium-yoga-centre-etc..pdf

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

02

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

02

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://bbcollege.edu.in/wp-content/uploads/2022/04/4.1.3-Number-of-classrooms-and-seminar-halls-with-ICT-enabled-facilities-such-as-smart-class-LMS-etc.-.pdf
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)

30.90

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

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

The college has central library building. Library has a huge collection of Text books, Reference books and others books with journals.

The reading room is well furnished to accommodate 50 students at a time and provides conducive environment for study.

A visitor record is maintained for students and faculty members, New Arrivals of books and journals are displayed on rack.

The library has under closed circuit television (CCTV) surveillance Cameras.

The library has developed the database of its own collection through the library software. Library is fully computerized with barcode-based issue-and return process.

Online public access catalogue (OPAC) facility is made available in the central library. OPAC which is used students and faculty member for search of books by Title, Author, Subject name etc.

e-Resources: The library is a member of N-list consortia of information library network (INFLIBNET) under this consortia library provides more than 3135000+ e-books and 6000+ e- journals to students and faculty member. Internet and reprography facility with computer system. CD's, DVD, CD-ROM databases, barcode scanner, printer, audio-video unit with Gio service is available in the library.

Library Automation: All the active book collection is update in the library software database and the online public access catalogue (OPAC) is available for students and faculty members. The issue and return of book have been activated in the library software.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://bbcollege.edu.in/wp-content/uploads/2022/04/4.2.1-Library-is-automated-using-Integrated-Library-Management-System-ILMS-.pdf

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

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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)

2.746

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
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

10,20

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi To cater the demand of quality education, the college has IT facilities such as CCTVs , internet, connectivity, PCs ,Laptops, wireless Router, Web-cameras, Headphones, LCD projectors at Science departments, offices, library, UGC Resource Centre and IQAC Office. Hence, many softwares are made available for Office, Library, the departments. The library is partially automated, updated with EZY VIDYARTHI B.B. COLLEGE software's .There is a system for hardware and software updating. The college website is up-to-date by website committee. The required softwares and antivirus protection is annually updated (Updated on 30.12.2020, 26.02.2021). The computers RAM is upgraded (8.00 GB (7.89 GB usable)).

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://bbcollege.edu.in/wp-content/uploads/2022/04/4.3.1-pdf.pdf

4.3.2 - Number of Computers

17

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution E. < 5MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

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)**

30.90

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
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.

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.

The college adopts a well designed procedures for maintaining of various system where all stakeholders are involved. The procedures include labelling all college files, stock register maintenance, signing of annual maintenance contracts and delegating responsibilities for actual maintenance/utilization of college facilities. Students are given proper instructions for usage of the Laboratories equipment, Library books and Computer Operation etc. All the purchases and repair & maintenance expenditure have been made as per GFR 2017 and its amendments. All purchase are done through the purchase committee, who ensures that purchases follow the right procedures and that stock verification takes place periodically. Library maintenance is carried out by librarian and a team of Lecturers who ensures good condition of books regular book binding, and removal of old books. Laboratories are regularly maintained by the Laboratory attendant and Demonstrators, Computers, UPS, Softwares and LCDs are maintained by technicians, Lab Assistants, and Sweepers. Physical Education Teacher and Sports incharge and support staff look after the sports equipment's purchased for various sports events and games. Gardener is assigned for the upkeep of the gardens both General and Botanical to make the campus Eco Friendly. The college has a building subcommittee constituted by the Governing Body of college which recommends repairs and expansion of college infrastructure. The Classrooms Laboratories, Library, Lavatories are regularly cleaned to enable a good environment system in the college campus where different peons, Lab Attendants and Sweepers are ungues. Proofs are attached :-

SCIENCE LABORATORIES

STOCK REGISTER OF LIBRARY

AMC OF PURIFIER

LIBRARY COMPUTER AMC

AMC OF LSEASE SOFTWARE

FIRE INSTALLATION PROOF

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://bbcollege.edu.in/wp-content/uploads/2022/04/jpg2pdf.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

360

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	View File

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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

NA

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)	No File Uploaded

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

A. All of the above

File Description	Documents
Link to institutional website	https://bbcollege.edu.in/wp-content/uploads/2022/04/5.1.3-capacity-building-and-skills-enhancement-initiatives.pdf
Any additional information	View File
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

00

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

00

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)	No File Uploaded

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

A. All of the above

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

00

File Description	Documents
Self-attested list of students placed	No File Uploaded
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

13

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

00

File Description	Documents
Upload supporting data for the same	No File Uploaded
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.

0

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)	No File Uploaded

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)

OFFICE OF THE PRINCIPAL B.B.COLLEGE, BAIGANBADIA, MAYURBHANJ

As the election of office bearing to different offices of college union is stopped by the state govt. During the academic session 2020-21 a group of students are selected by the college committee from different classes as representative to different academic as well as administrative bodies of the institutions. While organizing departmental seminars, conduct of annual sports, organizing functions and observation of annual day celebration, foundation day celebration etc., students get maximum liberty in making those events successful. The different co-curricular and extra-curricular activities are done by the students under the active guidance of teacher in-charge. All the honorus teaching department have student representatives as secretaries to organize seminar, discussion study tour and other cultural events of the department. Inter-Disciplinary competition are arranged by the students and participants are encourage by the faculties to show their talents. The IQAC includes students representative to give them an opportunity to voice their preferences in the quality cell besides the study nets expresses their views by publishing there in dependent view and options in the college magazine as well as. The NSS Unit, YRC Units, Self Defense wing, Eco Club of the college also involve the students to performers from time to time it enhance their social service skill and helps them to represent themselves as good and active citizen of future of the nation students are also benefited for makingtheir future career after involving themselves in the career counselling cell of the college.

File Description	Documents
Paste link for additional information	https://bbcollege.edu.in/wp-content/uploads/2022/04/20488_62_144.pdf
Upload any additional information	View File

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

18

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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)	View File

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

There is a non-registered Alumni Association in our college and this association had applied for registration. The Alumni Association Meetings are organised time to time for the smooth conduct of different kinds of developmental activities in the college.

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

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

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

The college function as per the policy issued by the Govt. of Odisha time to time. For a smooth administrative operation different section like admission, establishment, accounts and examinations are created to reduce the burden of principal. All the files are initiated by the office assistant of the concerned section. The note sheet is prepared by them and forwarded the Head clerk who endorses the memorandum with personal view of the matter. Then concerned file is put up before the officer in-charge for suggestion. The same sheets is submitted for the view of the administrative bursar who suggest the principal his right observation. After getting the approval of the principal the file returns through the proper channel to the concerned section to execute the order. In case of financial equipment of huge amount it needs the approval of Governing Body. More over the plan and proposal coming form various sectional bodies / committees such as executive committee, IQAC, grievance cell, academic council, staff council, construction committee, purchase committee, library committee, examination committee, are discussed in the establishment section and agenda is prepared for the discussion in the governing body. After that approval of governing body the process of execution is initiated by the concerned section of the college office. All information to be complied to the Govt. are communicated through Regional Director of Education, Balasore. The examination section under the guidance of Officer incharge examination carry out all examination related functions of Mid-Term, Semester etc. starting form filling up of forms to the publication of results of each semester . Principal is authorised to appoint one of the senior staff members to act as public information officers to handle and response to quarries under the RTI Act on behalf of the college.

File Description	Documents
Paste link for additional information	https://bbcollege.edu.in/wp-content/uploads/2022/04/20488_66_152.pdf
Upload any additional information	View File

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

The Institution has a Management Information System in Different Sections of the College. Teaching & Non-teaching Employees constitute different committee for the smooth conduct of Activities in the Institution. While the facultis impart education

to the student, the ministerial staff perform all activities related to the Institution. Besides Teaching Faculties act the assigned duty and responsibility in various curricular activities allotted them from the beginning of the Session. A Senior most faculty member take the responsibility to discharge the duty as officer In-charge of his concerned section.

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

Strategy Type Details Curriculum Development Curriculum Development is an important aspect of the College administration. From the beginning of the establishment of the institution, the curriculum of the college has been designed in a way to develop the academic ability of the students However the college follows the syllabi designed by the North Orissa University. UG course in Arts stream was introduced 1987, to teach humanities Subject with pass course. In the year 1992 Honours in History and Political Science was introduced. In Subsequently Science and Commerce Streams were introduced in the year 1993. In later part honours in Economic, Sanskrit, Chemistry, Zoology, Botany, Mathematics, Accountancy were introduced. In Institutional level faculty members prepare their lesson plans and maintain progress register of their portion of courses covered. Time to time remedial classes are organised by each department for slow learners and absentees. The CBCS was introduced in the 2016 and semester system and Mid Term Examination have been introduced. Industry Interaction / Collaboration As this college is situated in the Similipal Biosphere Region so no big industries are found in the locality for interaction programme. But in this academic session this students of the department of Zoology visited Sericulture Farm in the nearby locality of Bangriposi. The head of the department take utmost interest for such kind of available activities. Admission of Students. The admission to the UG classes are conducted through the SAMS Portal managed by the college as per directives of the Education Dept. of the Govt. of Odisha and the rules framed by North Orissa University to which the college is affiliated to. The students opting for UG courses apply through Common Admission Form in the online mode. A central selection, is made and the selected

students are intimated for admission. The Admission Committee of the College verifies the documents of the eligible candidate for admission. Accordingly, the college provide them ID Card, Library Card, College Calendar and Time Table. Teaching and Learning Classroom teaching is imparted through lecture cum discussion method with the help of black and Green Board. In the Face to Face communication example is cited by the teachers to help the students for better appreciation of the topic. A smart class room has been furnished for better teaching and to motivate the students. The students present their papers in the departmental seminar time to time to enhance their involvement in the subject. The interaction and questionnaire become very useful for teaching and learning process. Students are encouraged to participate in seminar study tours for better perception and personal development. Teaching learning process in the college is cordial and students centric. Examination and Evaluation The College follows the Examination and Evaluation procedure of North Orissa University. From the beginning of the Session, the students are made aware of various rule regulations for appearing examinations. Departmental tests are conducted and the performance of the student monitored by the respective faculty of each department. Students appear two internal examinations in a year, 6 examinations in 3 years. In other words, student has to appear at 6 Internal and 6 semesters for Bachelor Degree. The Evaluation of answer scripts of semester examination is carried out in offline mode by the NOU. Script of internal examination is valued by the faculty member of the concerned department and marks secured by the students are intimated to the University. Result of different Semester examination are usually declared within 45 days of the examination. Weak students are guided for improvement through remedial classes. Research and Development The College imparts education specially to UG student there is less scope for the faculty to be involved in or activities. However faculties are encouraged to carry research activities under various Universities. They presented Research Papers in various Seminar in departmental Seminars, student are guided and encouraged to prepare papers on assigned top present it before an audience to help them overcome the and develop a research bent of mind. Library, ICT and Physical Infrastructure / Instrumentation nt. In the college Land, College Building, Hostel, Administrative Block have been developed. The college Women's hostel has the capacity of 50 Seats for Girls students. There are well equipped science Laboratories in Chemistry, Physics, Botany, Zoology established in this campus. There is medicinal plant garden and ornamental garden in side the campus. An ICT enabled Seminar Hall and a Canteen is also available. The Entire college is along with class rooms are

under CCTV Surveillance. Human Resource Management The Government has launched Human resource management System (HRMS)Portal to keep all information of the employees. The Employees of the institutions are assigned various curricular, extra curricular and administrative charges except their normal academic duties. The university assigned duties of Supervision and syllabus framing responsibility to the Teachers.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://bbcollege.edu.in/wp-content/uploads/2022/04/20488_68_157.pdf
Upload any additional information	View File

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.

Finance and Accounts

Budget provision has been made taking in to account of proposed income and expenditure demand to be incurred in the beginning of every financial year. It is also approved by the Governing body. The students' collection is maintained head wise in daily collection register. Every transaction is made by cheque. Internal Audit of accounts is made every financial year primarily by Account bursar himself a finally by District Local fund Audit.

Student Admission and Support

Student support is the strength for over all development. The students admission is done programme wise and subject wise conducted by SAMS. The Selected candidates become the students of a specific field having specific care course, discipline specific course, and skill enhancement course.

Their support has been very much essential in case of extension activities, curricular activities, conduct of Seminar, study tour, On-spot visit and project work. Organizing health camp, Blood Donation Camp, Rally, Awareness programme are also Very much praiseworthy in the institutions.

Examination

All information relating to Examination and Evaluation notified in the college Noticeboard for the information of students. Departmental tests are conducted and the performance of the student monitored by the respective faculty of each department.

Students appear two internal examinations in a year, 6 examinations in 3 years. In other words, student has to appear at 6 Internal and 6 semesters for Bachelor Degree. The Evaluation of answer scripts of semester examination is carried out in offline mode by the NOU. Script of internal examination is valued by the faculty member of the concerned department and marks secured by the students are intimated to the University. Result of different Semester examination are usually declared within 45 days of the examination. Weak students are guided for improvement through remedial classes.

Planning and Development

The Governing body of B.B.College, Baiganbadia Plan for infrastructure development in this context IQAC also gives proposal for the development in the field of Academic, Administration, Sports, Culture and extension activities improvement for the adoption of quality Education. The different committees such as Athletic Club, Dramatic Society, Cultural Society, Career Counselling cell, Hostel Management Committee, Seminar Committee also gives proposal for development of their respective section and these proposals are executed after due approval. Internal Audit Report and Feedback Analysis Report also suggest for improvement at different level.

Administration

Office Administration such as Admission Section, Examination Section, Establishment Section, Account Section, Dairy and Despatch Section, always works in a Co-Ordinated manner. The steps are initiated by the Office Assistant and marked by the Head Clerk and the Officer in-charge of the section. The Administrative Bursar approves the matter and send to the Principal for execution. The policy matters are decided by the approval of the Governing Body in their extra ordinary session. The Principal always seeks the assistance of different committee heads for the smooth Administration.

File Description	Documents
Paste link for additional information	https://bbcollege.edu.in/wp-content/uploads/2022/04/20488_69_160.pdf
Link to Organogram of the Institution webpage	https://bbcollege.edu.in/wp-content/uploads/2022/04/20488_69_160.pdf
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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff and avenues for career development/ progression

The Institution has a welfare mechanism in place, for teaching and non-teaching staff.

1. The various welfare schemes are Service benefits like PF, Gratuity benefit, Study leave, OOD, Maternity leave, Casual leave, Special Casual leave, Compensatory offs, Earned Leave and Medical leave to all employees.

2. Provision of advance salary to needy teaching and non-teaching staff members is made available.

3. Performance appraisal for both teaching & non-teaching staff every year. Insurance is covered for both teaching and non-teaching staff members.

4. Encouragement is given for research and development activities.

5. Faculty membership with professional bodies is encouraged by the college.

File Description	Documents
Paste link for additional information	https://bbcollege.edu.in/wp-content/uploads/2022/04/6.3.1-The-institution-has-effective-welfare-measures-for-teaching-and-non-teaching-staff.pdf
Upload any additional information	View File

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

0

File Description	Documents
Upload any additional information	View File
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

0

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

3

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	View File
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

6.3.5 Performance appraisal system for teaching and non-teaching staff

A good performance management system works towards the improvement

of the overall organisational performance of teams and individuals for ensuring the achievements of the overall organisational mission and vision. An effective performance management system plays a crucial role in managing the organisation in an efficient manner. In this scheme, the performances are classified into three categories

(i) Teaching, Learning and Evaluation related activities

(ii) Co-Curricular, Extension and Professional Development related activities

(iii) Research Publications and Academic Contributions

The following weightages are assigned to these categories: 100:75:300. These are called Academic Performance Indices (API). At the end of each academic year, the data pertaining to the above categories are collected from each faculty member in the given proforma. Based on the data collected, API scores are calculated for each of the three categories. The Principal in consultation with senior Professors fix certain minimum API scores to be achieved by the faculty members in the three categories. These scores are used for the award of career advancements to faculty members and for promotion to next higher position. Further, at the end of each semester, feedback forms are issued to the students for each of the courses attended by them. The feedback forms in the form of questionnaire collect information about the teacher and different aspects pertaining to the teaching process. A team consisting of the Head of the Department and Senior Professor in the Department, goes through the feedback forms collected from the students and suggest suitable measures to improve the teaching-learning process. As such there is no performance appraisal system followed for non teaching staff in the institute.

The teaching staff has the following Performance Appraisal System

-

1. The faculty members fill in the Academic Performance Indicator (API) forms at the end of the Academic year in which they are asked about their workload participation, professional development, their contribution to the college and society as per the UGC proforma. It is submitted to the Principal and CCE, Based on the API scores, the lecturers are encouraged to take up

innovative methods, continue best practices and take up more research-oriented projects.

2. Student Feedback - at the end of every year in Year Wise Scheme and every semester in CBCS the students' feedback is taken to assess the teaching performance of the lecturers.

3. Academic Audit - every year, CCE conducts Academic Audit in which the academic counselors oversee the performance of each and every department. An exit meeting is held in which the lecturers are intimated about their shortcomings if any, and are encouraged to improvise and innovate their performance.

4. Action Taken Report - After each Academic Audit, the IQAS prepares Action Taken Report sends it to the CCE in which action taken and the steps proposed to be taken up further in the college to improve performance are intimated.

Meetings are conducted by the principal in which results of individual percentage-wise, department-wise and overall result of the college is discussed.

File Description	Documents
Paste link for additional information	https://bbcollege.edu.in/wp-content/uploads/2022/04/6.3.5-Institutions-Performance-Appraisal-System-for-teaching-and-non-teaching-staff.pdf
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

The financial plan for 2020-21 is prepared by a committee consisting of principal, Bursar account, Co-Ordinator IQAC, Academic Bursar and Admission Incharge of the college through a well designed budget. The proposed budget is placed before the governing body for approval before it operation. Taking in to the govt. rules and requirement of infrastructure development, the fees structure is prepared. The financial requirement is also made according to the needs and demands of the students. Financial requirement is sought from the govt. through respective channels

when govt. wants to mobilize its resource for infrastructure development and academic curriculum enhancement. All dally cash receipts recorded in the DCR and deposited collected amount in the bank in the respective account upon of the purpose in the very next day. All expenditures are make after its sanctioned and approval of payment by the authority.

The case book is maintained regularly in view of maintaining transparency of the monetary transactions the stock book is regularly maintained and verified. The external audit is the once in year by the district local fund audit after due scrutiny of the accounts internally.

File Description	Documents
Paste link for additional information	https://bbcollege.edu.in/wp-content/uploads/2022/04/6.4.1.pdf
Upload any additional information	View File

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

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

For any institution or college, resources are of utmost importance. Resources are required for maintenance, sustenance as well as the growth of the organization. The main source of funds

for college is through aids which it receives from Government for salary as well as non-salary expenses. Moreover, UGC also gives grants for schemes as proposed by the college. These funds utilizes for the sanction purpose.

The Institution has proper mechanism to monitor efficiently the available resources. The college obtains proposals from the concerned departments whenever required. After estimating the projected income for an academic year, the Principal sends it for approval to the Governing body. Once it is approved by the governing body, the principal himself is assigned with some fund then allots budget to each department as required. After the allocation, the departments can avail the financial resources within the given limit.

Purchases which consider as day to day expenditure are made with the approval of the Principal and Accountant.

Any major expenditure like Tenders / quotations from various vendors is undertaken with the approval of governing body.

The amounts withdrawn from the banks follow a systematic mechanism of obtaining the approval at various levels.

The Institution is on self-financing basis. The institution receives fees from every enrolled student which is fixed by Management , Govt. and Fees Regulator Authority (FRA) every year. The institute is empowered to make its own budget on the basis of student strength. Based on previous year's actual receipts, expenditure and as per requirements estimated budget is prepared before financial year begins by Administrative Officer along with the principal / Committee. Budget is signed and checked by Treasurer, & the same is approved by governing body of the institute in its meeting. The Principal, Vice -Principal and Administrative officer discuss the requirements before allotting funds for various purposes and its optimal utilization.

The Institute ensures effective and optimal utilization of fund.

All the above things are reflected in the Annual General Report.

Both the authority meets for time to time in order to discuss & monitor optimum utilization of funds.

File Description	Documents
Paste link for additional information	https://bbcollege.edu.in/wp-content/uploads/2022/04/6.4.3-Institutional-strategies-for-mobilization-of-funds-and-the-optimal-utilization-of-resources-.pdf
Upload any additional information	View File

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 Promote Measures for institutional functioning towards quality enhancement the IQAC of the college contributed significant quality strategies in the field of Development of the College such as submission of data for AISHE and different quality audits in the institution.

File Description	Documents
Paste link for additional information	https://bbcollege.edu.in/wp-content/uploads/2022/04/6.5.1-.pdf
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

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

After establishing the IQAC in the college, started working towards quality education and inculcating quality culture among the students and staff. The IQAC has also contributed towards institutionalizing the quality assurance strategies and developed various processes as follows:

1. Promote industrial involvement in academic practices by organizing industrial training, industrial visits, workshops, and guest lecturers from industry experts, MOUs, etc.
2. Implementation of Outcome-based learning education in each program.
3. Introduces the aptitude classes and soft skill classes for students to enhance personality and employability.
4. Participation of college in NIRF, ARIIA, NBA, AISHE, and various other quality audits recognized by the state, national and international agencies.
5. Establishment of Institute Innovation Council (IIC) under MHRD.
6. Establishing Research and Development cell to promote Research and Development activities.
7. Conducting quality programs i.e., seminars, webinars, guest lectures, conferences, etc.
8. Establishment of various processes to take feedback/surveys from various stakeholders.
9. To implement and enhance the use of ICT tools to strengthen the teaching-learning process. 10. Establishment of the Mentor-mentee process and its effective implementation.
11. To submit the Annual Quality Assurance Report (AQAR) annually to the NAAC.

12. To institutionalize the best efforts to make the campus ragging-free and develop the discipline in the students along with the establishment of grievance redressal cell.

Other than these initiatives IQAC works on improving the teaching-learning process and supports adopting Outcome-Based Education (OBE) in all programs of college gradually. The Program outcomes are adapted from NBA, program-specific outcomes, and course outcomes prepared by each program considering Bloom's taxonomy in collaboration with faculty, industry experts, and other stakeholders. A result-oriented, performance-based model is adopted at IMS Engineering College that emphasizes accountability based on student learning. Outcome-based education aims to create a student-centric learning environment at the course level including curriculum and training. The POs, PSOs, and COs attainment is measured every session, for low attained courses, proper action is planned and efforts are made to improve the attainments if required beyond curriculum content and activities planned and implemented, this helps in improving the employability of students and also rewarded with the NBA accreditation.

The IQAC improve the teaching-learning process through standard academic practices, these academic practices include:

1. Preparation and adherence of Academic Calendar
2. Preparation of Nominal roll, Attendance Sheets, and formation of sections/groups
3. Choice of Electives (Open/Departmental/Science based)
4. Course allocation Load chart and Timetable preparation
5. Mentor-Mentee distribution
6. Course Delivery (Online / Offline class)
7. Preparation of Course file
8. Conduction of Seminar, Projects, Industrial Training
9. Monitoring of class delivery
10. Attendance Monitoring of students

11. Preparing Detained List
12. Syllabus coverage
13. Setting up the question paper
14. Conduction of internal examinations
15. Evaluation of answer scripts
16. Slow and advanced learners
17. Industrial Visits & Guest Lectures.

without understanding. Therefore, in audit meeting a decision was taken that at institution level, as a part of policy we have introduce new norms such as

- Students will work on sheets during the class itself and will submit on same day.
- Class test would be conducted, in which drafting question will be compulsory (wherever applicable) to give practice to students.
- Late submissions will not be accepted.

Experiential learning sessions like site-visits and hands on experience i.e. Construction Yard activity, industrial visit is made mandatory. Various lectures of experts in construction field are organized to develop understanding of students. Evaluation scheme is altered in which more weightage of 40% is given to test, sheets, sketch books, tutorials etc. Percentage is reduced to 20%. 20 % to hands on experience and site visit.

Submission room is specially setup for the strategic operation of academic submissions.

File Description	Documents
Paste link for additional information	https://bbcollege.edu.in/wp-content/uploads/2022/04/6.5.2.pdf
Upload any additional information	View File

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)

A. All 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)	No File Uploaded

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

Specific facilities provided for women in terms of:

- a) Safety and Security
- b) Counselling
- c) Girls Common Room
- d) Anti- Sexual Harassment cell

e) Grievance Redressal Cell

Response:

The institution rightly guides the students from their long journey from "human beings to being human" by sensitizing them on issues like gender, social harmony and tolerance.

1. **Safety and Social Security:** To have a hawk eye, the institution installed CC (Close Circuit) cameras at key places in the campus and also in all the class rooms for a round the clock vigilance.
 2. The institution has different committees such as, Students Grievance redressal Cell and Discipline Committee-cum-Anti-Ragging Cell and Anti-Sexual Harassment Cell which are on heels to provide quick relief to the students and to ensure the maintenance of decent and moral atmosphere within the campus.
 3. The Institution organised seminars by inviting the advocates and personnel from police department.
 4. **Counselling:** The college adopted 'Mentor - Mentee' system as the first step towards confidence building among the students. Each faculty is assigned with specific number of students to cater to their psychological and emotional needs.
1. **Girls Common Room:** A Girls Common Room with attached Wash Room is present.

File Description	Documents
Annual gender sensitization action plan	https://bbcollege.edu.in/wp-content/uploads/2022/04/7.1.1-FINAL.pdf
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	https://bbcollege.edu.in/wp-content/uploads/2022/04/7.1.1-FINAL.pdf

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/

D. Any 1 of the above

power efficient equipment

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

There are different types of wastes disposed in the college for which there is a proper system functioning. The following wastes are being disposed by the college: Solid Waste Management- College has a place on its campus where the solid wastes materials are disposed. However, there does not exist more waste from college. Liquid Waste Management- The waste water is carried out through the pipeline. This system is made by the College Construction Committee with the supervision of the Public Welfare Department of the state government.

Biomedical Waste Management-

There is no biomedical waste management system in the college.

E-waste Management-

There is no e-waste management system in the college.

Waste recycling system-

There is no system of Waste recycling in the college.

The e-medical Waste Management-

There is no e-medical waste management system in the college.

Hazardous chemicals and radioactive waste management-

As there is no use of most Hazardous chemicals and radioactive use in our college there is no such system present in the campus. There is no Hazardous chemicals and radioactive waste management system in the college. The waste chemicals coming out from the chemistry laboratory stored in the Dumping Soak-Pit.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://bbcollege.edu.in/wp-content/uploads/2022/04/20220419_104320AMByGPSMapCamera-scaled.jpg
Any other relevant information	View File

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	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: D. Any 1 of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
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. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

D. Any 1 of the above

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	View File

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).

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 500 words).

B.B.College,Baiganbadia is committed towards the development of society with continuous traditional values as follows:

To develop the emotional and religious feelings among the students and the faculty, commemorative days are celebrated on the campus with the initiative of Administration of college and support of the YRC, NSS and Ecoclub for not only recreation and amusement but also to generate the feeling of oneness and social harmony. The college and its teacher and staff jointly celebrate the cultural and regional festivals, like New-year's day, Fresher Party ,teacher's day, welcome and farewell program, Induction program, rally, oath, plantation, Youth day, Women's day, Yoga day, New Year celebration, etc. religious ritual activities are performed in the campus.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

As a part of strengthening the democratic values, students take a course on Environment studies in their first year which gives them insight into environment acts, Wild life protection act, forest act, global environmental concerns, etc. Many regular programs are conducted by NSS, Eco Club and YRC such as.

26th January Republic Day

15th August Independence day-

5th September - On 5th September, we celebrate Dr. Radhakrishnan's birthday as Teacher's Day with great joy..

2nd October- Gandhi Jayanti is observed in our Institute on 2nd October .

International Women's Day: This day is celebrated on 8th March every year to make the students aware of women's rights.

Vivekananda Jayanthi: This day is also celebrated as "National Youth Day" to commemorate the birth anniversary of Swami Vivekananda.

National Unity day: The birth anniversary of Iron man Sardar Ballav Bhai Patel is celebrated as National Unity day on October 31. This day is observed to encourage national integration, peace, affection and communal harmony amongst students.

NAAC

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

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

D. Any 1 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	View File

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

and festivals

Our Institution B.B. College, Baiganbadia, organizes National Festivals and Birth and Death Anniversaries of great Indian Personalities with great enthusiasm.

1. 26th January Republic Day- Republic Day is celebrated on January 26 to commemorate the adoption of constitution.
2. 15th August Independence day- It is celebrated every year. It is a grand event marked with the flag hosting by the Prindipal and followed by National song. Cultural activities related to independence movement are also exhibited
3. 5th September (Dr.Sarvpalli RadhaKrishnan Birth Anniversary)- On 5th September, we celebrate Dr. Radhakrishnan's birthday as Teacher's Day with great joy..
4. 2nd October Mahatma Gandhi Birth Anniversary
5. International Women's Day: This day is celebrated on 8th March every year to make the students aware of women's rights.
6. Vivekananda Jayanthi: This day is also celebrated as "National Youth Day" to commemorate the birth anniversary of Swami Vivekananda.
7. National Unity day: The birth anniversary of Iron man Sardar Ballav Bhai Patel is celebrated as National Unity day on October 31.

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	View File

7.2 - Best Practices

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

Title of the Best practice:- 1. Health Awareness 2. Legal Awareness

1. Health awareness Programme: -To prevention and control of corona, was organized to make the staffs aware about this fatal diseases 08.07.2020. Distribution of Sanitizers and masks among local habitats was made by NSS, and YRC Volunteers following SOP of Covid-19 Protocol on 29.04.2021. Poster containing Awareness message was also displayed on "Swasthya Kantha" and place of public gatherings

Inter college Training camp was organized from 27.01.2021 to 29.01.2021 to promote Blood Donation, First Aid, AIDS Awareness, Disaster Management ,college safety and Road Safety.

Blood Donation Camp was organized on 03.04.2021 and 27 units of blood collected.

2. LEGAL AWARENESS

A webinar was organized by YRC on World Red Cross Day i.e. 08.05.2021 on the objective Rule and regulation of YRC.

Online Inter College Essay competition was organized by YRC On 4.05.2021 on COVID- 19.

Online District level Quiz Competition on World NO Tobacco Day was organized on 31.05.2021.

"National Unity day" was observed on 31.10.2020.

"Sambhidhan Divas" was observed on 26.11.2020.

"Voter awareness Day" was observed on 25.01.2021

"Road Safety Day" was observed on 13.01.2021

"International Women's Day" was observed on 08.03.2021

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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

Distinctive Practice of college

To make use of the uncertain times during COVID-19 pandemic productive orientation programme for teachers was conducted to develop their communication and presentation skills. The students were provided with unit wise study materials through WhatsApp Groups of different departments and online classes were taken through Google-meet, Zoom etc for completion of course in time.

The digital practical instruments like spectrophotometer, DO meter, pH meter, conductivity meter etc. were used in practical classes.

Dr.Subhendu Das, Reader in Chemistry of the college was nominated as Programme Co-Ordinator of NSS Bureau of MSCB University for his past outstanding activities towards colleges of the district as DPO NSS and for the University.

Mr. Debabrata Dhal +3 2nd Year History (Hons) students of this institution attended All India National Integration camp, held at-Agartala, Tripura.

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

B.B.College, Baiganbadia is only Higher Education Institution in this tribal dominated area of Mayurbhanj District. It is a premier Institution which is affiliated under Maharaja Sriram Chandra Bhanj Deo University, Mayurbhanj which was named as North Orissa University earlier and under the jurisdiction of RDE, Balasore. It imparts UG Courses of education in Honours in different subjects of Arts, Science & Commerce streams. The Curricular aspects of the courses at this College are guided by University Regulations Acts. With a disseminating knowledge and to invigorate future human resources, the institution continues to inculcate social and human values in the younger students through academic curriculum and social activities. The Vision, Mission and Objectives are communicated to stakeholders at the beginning of each academic session. On the very first of the academic session, the Staff Council meets under the Chairmanship of the Principal to chalk out plans for academic, cultural and other programmes as per Government and University guidelines. After analysis of inputs provided by different departmental Staff, it prepares the guidelines for smooth functioning of the college in an effective way. The teaching plan is prepared by respective departmental faculties as per the principles of the Staff Council guidelines and regulations formulated by MSCB University, Mayurbhanj. The college has qualified, dedicated and experienced Faculties for timely completion of course curriculum through different courses, delivery methods like lecture, class presentations, tutorials, practical, proctorial classes. Remedial classes for the weak students are given special importance in order to bridge the gap of the advance and slow learners. Provisions for scholarship & rewards felicitations increases the learning zeal of the students. The Academic Bursar and the Principal look after the management of classes on daily basis. The Plan and Progress of the academic works are maintained by individual faculty member, which is supervised by the respective HODs weekly and reviewed by Academic Bursar and Principal on monthly basis. The authority of the Higher Education Dept., Govt. of Odisha as well as the authorities of the MSCB University inspect institution to review the academic progress and

management. The college has well-equipped Library with Reading Room facilities. The students are provided with question banks, reference books, journals and newspapers. The college has developed internal assessment system like monthly unit test, and mid-term examinations and presentation of papers by the students in seminars. The students appear at mid-term and semester examination as per university guidelines. The college rewards for best graduate in Science, Arts and Commerce on the Foundation Day Ceremony of the College every year. All Students-centric programmes are undertaken by the Institution for overall development of students. Besides class room teaching, regular Annual Athletic Meet, Cultural Competitions, Community Awareness Programmes organised through YRC, Red Ribbon Club, Eco Club, NSS & Self Defence wing. The College celebrated and observed different days declared by the Central and State Govt. The college publishes its Annual magazine "THE SRADHANJALI" where the students and the staff express their creativity. The Editorial Board of the college plays a dominant role for publishing the magazine. Also the literary creativity of the students are ventilated on the college wall magazine "ATASI KUSUMA".

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://bbcollege.edu.in/wp-content/uploads/2022/04/OFFICE-OF-THE-PRINCIPAL.pdf

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

The College Prepares Academic Calander every Year as per the guidelines of Higher education Department, Govt. of Orissa in beginning of the Academic Session. The Academic activities, Examinations and other extracurricular activities are conducted as per the schedule mentioned in the Academic Calander and as per the guidelines of M.S.C.B. University. The college publishes its yearly College Calander for the students and Staff of the College. The Calander includes various rules and Regulations for smooth functioning of Academic activities and General welfare of the students.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://bbcollege.edu.in/wp-content/uploads/2022/04/Calendar-20-21.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

A. All 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	View File

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

13

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
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)**

13

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
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

22

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

22

File Description	Documents
Any additional information	View File
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**

B.B.COLLEGE, BAIGANBADIA, MAYURBHANJ, ODISHA

Institution integrates crosscutting issues relevant to Professional Ethics and Human Values, Gender Equality, and Environment Sustainability in the Co-curricular and Extracurricular Activities. Actually the university decides the syllabus and college has to follow it. But in this limitations college do its best for above said issues. Some of the steps taken are below:

1. Human Values and Professional Ethics: To create scientific approach and social awareness among the students, Seminar and Quiz, Essay Writing Competition etc. are organised by NSS and YRC in Collaboration with NGO and Govt. bodies. The college takes efforts for integration of ethical and human values through extra-curricular activities also. Programs conducted under NSS, YRC, RRC, and Eco Club help to inculcate human values among students. Guest lectures on value education have been organized for students. National festivals like Independence Day and Republic Day serve as a platform to enliven patriotic and moral values. Different social activities have been initiated by the college like Health and Hygiene awareness programs, Medical check-up camps, AIDS awareness programs, Voter's awareness program, Road safety Campaign, Blood donation camps etc.

2. Gender Equality: Numbers of programs are conducted for girl students such as organization of folk dance competition, Women's day, Woman Empowerment, Laws for Woman, and Gender Equality. The N.S.S. & YRC. unit of our college has been very proactive in conducting different extension activities not only in college premises but also in adopted villages.

3. Environment Sustainability: N.S.S. & YRC wing of our college promote environmental protection through tree plantation and other sustainable development programs. Every year, N.S.S. Units & YRC undertook a lot of activities in the nearby villages during the special camps. In these camps, N.S.S. & YRC Units organized various environment related programs including tree plantation, village cleanliness, plastic free drive, Poster Competition, Debate Competition, etc. Various activities like quiz and poster competitions, invited talks are organized to create awareness about nature, biodiversity, environment and sustainability. Different activities have been initiated by the college to save environment such as Cleanliness Campaigns at Dhunimath, Bus and Public spaces etc. The cleanliness program is organized to clean ponds, watering plant, Celebration of various days like World Environment Day, World Water Day, World Forest Day, Vana Mahatsava etc. The college has taken initiative in "Swachh Bharat Abhiyan" and "Tree Plantation" programs which are introduced by the Indian Government

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

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

10

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

176

File Description	Documents
Any additional information	View File
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	B. Any 3 of the above
File Description	Documents
URL for stakeholder feedback report	View File
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://bbcollege.edu.in/wp-content/uploads/2022/04/1-1.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	
416	
File Description	Documents
Any additional information	View File
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

579

File Description	Documents
Any additional information	View File
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

B.B.COLLEGE, BAIGANBADIA, MAYURBHANJ, ODISHA

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

We believe in outcome-based learning processes, where we identify students as slow learners and advanced learners based on the prerequisite tests, class interaction, test performances. We at the institute, give emphasis on improving the performance by providing proctorial classes which are conducted outside regular classes. Extra classes are taken for students who have failed in the exam where the faculty spares time to sit with those students individually to cope up with the subject.

Through a mentor-mentee system also all kinds of support are provided to the slow learners. The strenuous efforts taken by the faculty towards the slow learners has resulted in improved results and pass percentage. The mentor takes extra effort to understand the socio-economic backgrounds also which is sometimes a reason for poor performance.

All necessary emotional and professional counselling is also provided whenever required. The mentor also connects the weak learners for the subject teachers with whom they are comfortable for extra support. The Institute ensures that a slow learner clears all his courses within stipulated three years and also provides extra attention to build additional

skills which makes them employable. Parents of students are informed in case of poor academic performance and psycho-social problems whenever necessary.

Advanced learners are given opportunities to be part of innovative projects and other technical initiatives of the institute. The toppers of each class are appointed as Class Representatives and HOD Nominee for the department who are part of students' council so as to give a chance to develop their communication, leadership & team building skills. They are also given an opportunity to be office bearers of student council and various professional bodies and lead professional activities at University and National Levels.

File Description	Documents
Link for additional Information	https://bbcollege.edu.in/wp-content/uploads/2022/04/2.2.1.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
994	28

File Description	Documents
Any additional information	View File

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

The college provides a variety of learning experiences:

- Science Students experience theoretical learning through related practicals. Also, field trips for science students facilitate observing and collecting data and specimens related to the subject, such as visits to forest areas, Fish Farms, Tasar Farms, Agro Parks, Legislatures, industries and national laboratories of repute such as CIFA.
- BA Communicative English students participate in group

discussions /mock interviews.

- Students are involved in interactive learning, problem-solving exercises, group discussions, seminars, paper presentations, quiz competitions, workshops, role-play, etc.
- Educational screenings in the classroom make subject learning interesting.
- The learning experience is upgraded by extensive use of ICT tools- PPTs, LCD, interactive boards by teachers, especially consequent to the COVID-19 pandemic and evaluated through mock tests, quiz, and online testing.
- Learning is made student-centric through project work, seminar presentations, and assignments.
- Students often volunteer in conferences, seminars and workshops.
- Students are motivated to register on portals of e-learning. Spoken Tutorials and the survey for registration was monitored through Google forms.
- The College Central Library provides internet facilities, access to texts Wi Fi, reference books, Educational CDs and DVDs.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://bbcollege.edu.in/wp-content/uploads/2022/04/20488_17_34.pdf

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

B.B.COLLEGE, BAIGANBADIA, MAYURBHANJ, ODISHA 2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences Response: We believes in the adoption of students centric methods to enhance student involvement as a part of participative learning and problem solving method. Role Plays, Team works, Debates, Seminar and case studies Specifically Students centric Teaching Methods are reflected in project work, Field Visit, Industrial visit & guest lectures. Specifically the students centric methodology include 1. Experiential Learning 2. Student Project work 3. Participation in competition at various level i. For Real time exposure students are encouraged to participated at National

and International Level 4. Field Visits i. Faculty identifies and propose Academically significant Field visits and Surveys

5. Industrial Visits i. Departments Plan and Organise the industrial visits for students to provide exposure to industrial work culture. 6. Participated Learning 7. Teachers adopt role play method especially in management and PG Technical courses to supplement Teaching by way of participative learning 8. Team work 1. All Departments organize students activities to promote the spirit of Team work 2. The activities and Camp of NSS, institutional social responsibility through Red Cross ,Village Adoption, Tree plantation . Swatchh Bharat and Health awareness camp to help the students to learn Art of living in a team for Social and community welfare. 3. Debates • Debates: Debates are followed in many of the subjects where students are required to come with different opinions, thought processes thus the learning process gets justified in the argue-mental way of learning. 4. Group work i. Practicals and workshops in all individual and group work under the guidance of teachers are also conducted. 5. Case studies ii. Case study method is adopted in teaching learning process to make the students have logical thinking and practical knowledge to develop problem solving ability. This is commonly adopted in management programmes as well as while teaching Business law, cyber laws etc. 6. Analysis and Reasoning i. All questions in examination are based on analysis and reasoning. ii. Free internet access in the library and wifi facilities in campus promotes the habit of self learning and discussion. 7. Discussion College follows the discussions methods in many of the subjects as it makes the students to think wide and participate in coming up with the opinions & suggestions to check their current knowledge. Discussions are held basically in soft skills, managerial communications, business adoptions etc. 8. Quiz: Quiz are conducted by subject teachers. 9. Research Activities Research activities are conducted in each Department under the guidance of senior faculty where the students of different semester get knowledge about emerging area and help them to promote in Research aptitude.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://bbcollege.edu.in/wp-content/uploads/2022/04/20488_18_36.pdf

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**

28

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
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**

Out of sanctioned 33 post their 28 full time teachers.

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	No File Uploaded

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**

11

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

653

File Description	Documents
Any additional information	View File
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.

Response: The college has transparent and robust evaluation process in terms of frequency and variety. In order to ensure transparency in internal assessment, the system of internal assessment is communicated with the students well in time. The Principal holds meetings of the faculties and directs them to ensure effective implementation of the evaluation process. At the entry level, admissions are given purely on merit basis and the lists of merit students are displayed on Notice board. Students who are admitted for the concerned course are assessed continuously through various evaluation processes at college and University level. Continuous evaluation is made through Group Discussion, Unit Tests, Assignments Submission, Field Visit / Field Work and Seminars Presentation. Unit tests are conducted regularly as per the schedule given in academic calendar. The weightage for the unit tests varies as per the concerned faculty. The performance of the students is displayed on the Notice board and communicated to the students. Personal guidance is given to the poor performing the students after

their assessment. Students appearing for Second /third year are asked to deliver the seminars of the concerned subject. Topics are given by their teachers to the students to prepare for power point presentation. For transparent and robust for internal assessment, the following mechanisms are conducted ? Internal Examination Committee. ? Question Paper Setting. ? Conduct of Examination ? Result display ? Interaction with students regarding their internal assessement. The method of internal assessment helps the teachers to evaluate the students more appropriately. Due to internal assessment, the interest of the student towards learning and attending the classes has been also increased. It has created the interest among the students to take active participation in various co-curricular and extra-curricular activities for their overall personality development. The seminar presentation improves the communication skills of the students which is very essential to face the interviews. In this way mechanism of internal assessment is transparent and robust

File Description	Documents
Any additional information	View File
Link for additional information	https://bbcollege.edu.in/wp-content/uploads/2022/04/Response.pdf

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

2.5.2 Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient The institute has devised an efficient mechanism to deal with examination related grievances which transparent in the pattern and conduction of CIE and rectification of grievances is time bound. The college follows strictly the guidelines and rules issued by the affiliating university while conducting internals and semester-end examinations. At Institute level: At Institute level, an examination committee, comprising of a senior teacher as convener and other teaching and non-teaching staff as members, is constituted to handle the issues regarding evaluation process. The teacher distributes evaluated answer scripts to students, and any clarifications or grievances are addressed by the teacher. The internal marks are displayed on the notice board. If any discrepancy like mistakes in question paper, mark allocation, correction is noticed by the students, the concerned teacher will resolve the discrepancy, and the

necessary corrections will be made. If a student is not satisfied with the marks awarded even after resolved by the teacher, then he may represent the same to the HOD concerned. All such representations are taken positively and are reassessed by another teacher if necessary. Parents are informed about their ward's performance through SMS and Mail. Students are counseled by the faculty mentor, and remedial classes are conducted for students who have failed in the examinations. Retest for the Internal Assessment are conducted for Students who remain absent for internal exams due to genuine reason. Within a time bound the Internal Assessment marks are entered in the University web portal, by student's login, students can individually view their performance in the University portal. At University level: If students have grievances related to evaluation of university answer scripts it is intimated to the subject handling faculty and head of the department if necessary, for further action. Students can bring their grievances by applying for the following evaluation procedure: Re-Evaluation: Students can apply for re-evaluation of their answer scripts within a week from the declaration of results if they are not satisfied with their results. The results of re-evaluation will be announced as per the university norms. Challenge Evaluation: If the re-counting/re-evaluation results are not satisfactory, a student can apply for challenge evaluation within a week after the announcement of the revaluation results. The evaluation process is carried out by two subject experts. Result will be announced before commencement of University Examination and the fees will be refunded to the students if he/she clears the paper. So maximum chances are given to the students to clear the subject. The entire process is maintained transparent and time bound by the university.

File Description	Documents
Any additional information	View File
Link for additional information	https://bbcollege.edu.in/wp-content/uploads/2022/04/20488_24_50.pdf

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.

2.6.1 : Teachers and students are aware of the stated Programme

and course outcomes of the Programmes offered by the institution. PROGRAMME OUTCOMES, PROGRAMME SPECIFIC OUTCOMES, COURSE OUTCOMES Mechanism of Communication: ? The College adopts Outcome based education rather than input oriented bell shaped curve of learning. The following mechanism is followed by the institution to communicate the learning outcomes to the teachers and students. ? Graduate attributes are described to the first year students at the commencement of the programme. ? At least five hours are spent by the teachers for introducing the subject to the Students. ? Learning Outcomes of the Programs and Courses are observed and measured periodically. ? Soft Copy of Curriculum and Learning Outcomes of Programmes and Courses are uploaded on the Institution website for reference. ? The importance of the learning outcomes has been communicated to the teachers in every IQAC Meeting and Staff Meeting. ? The students are also communicated about the Programme outcomes, Programme Specific Outcomes and Course outcomes through Tutorial Meetings. ? Demonstrate of thorough conceptual understanding in the core areas of all the subjects with the support of mathematics. ? Identify the most relevant concepts that arise in everyday life, and devise a strategy in order to arrive at the solutions in the respective subjects and are made to understand the connection between key concepts and applications. ? Use software tools and coding at a level necessary to perform mathematical operations, statistical analysis and simulations in solving complex problems. ? Use basic laboratory equipment correctly and effectively in order to conduct measurements, and analyze and interpret the results, including a quantitative understanding of uncertainties. ? Locate existing scientific research relevant to a given topic, and evaluate its accuracy. ? Communicate the results of scientific work effectively, making use of clear and well organized writing and presentation skills, and employ equations and visualization tools as needed.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://bbcollege.edu.in/wp-content/uploads/2022/04/20488_25_52.pdf
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.

2.6.2 Attainment of Programme outcomes, Programme specific outcomes and course outcomes are evaluated by the institution. Response: Our Institute is affiliated to Sant Gadge Baba Amravati University, Amravati. We offered Under Graduate, Post Graduate and Research programs and courses under the Faculty of Arts, Commerce and Science. For these programs and courses, the institute followed the curriculum designed by our affiliated university. The Programme outcomes, Programme specific outcomes and course outcomes are evaluated by the institution and the same are communicated to the students in the formal way of the discussion in the classroom and departmental notice board. After measuring attainment of POs , PSOs and COs, it has been observed that the strength of the students as well as passing percentage of the students is increasing progressively. Besides, students' progression to the higher studies that is from Under Graduate to Post Graduate seems to be increasing consistently and rapidly in the last five years. In a similar way, the ratio of students' placement is also increasing. We took utmost care of measuring the level of attainment of POs, PSOs and COs and followed formal as well as informal mechanism for the measurement of attainment of the outcomes. Even we took feedback from all the stakeholders in this respect and try to take necessary steps accordingly. Subsequently, the College took care of the attainment to measure the POs, PSOs and COs and implemented the mechanism as follows:- ? The institute followed the Academic Calendar of our affiliated university. ? All the subject teachers maintained Academic Diary in every academic year. ? All the subject teachers prepared Semester-Wise evaluation Reports. ? Internal examination committee analyzed evaluation reports of results. ? Institute considered Feedback from the Stakeholders for the attainment of PO, PSO and CO. ? Placement committee took the review of the Students' Progression to Higher Studies and their Placement. The Program outcomes of Bachelor of Arts are as follows: PO1: Students are introduced to community engagement and global understanding PO2: Critical and creative thinking of the students have been developed. PO3: Students developed their Communication skills. PO4: Ethical values are inculcated among the students. The Program outcomes of Bachelor of Commerce are as follows: PO1: Students received knowledge of the application of basic skills necessary for analysis of programs in Economics, Accounting, Marketing, Management and Finance. PO2: Understanding of the students is improved of national economic and business

scenario. PO3: Students developed their entrepreneurship and contributed in the successful operation of a business. The Program outcomes of Bachelor of Science are as follows: PO1: The students understood the fundamentals of science education. PO2: The students' knowledge in all basic sciences is enriched. PO3: Interdisciplinary approach amongst students has been developed. PO4: Sense of scientific responsibilities, social and environment awareness have been inculcated among the students. PO5: Students built-up a progressive and successful career in academics and industry. PO6: Students are motivated to contribute in the development of Nation and community. Attainments of CO's are calculated by using university examination results. Attainment levels are finalized at college level and conveyed to IQAC through Internal Examination Committee. The attainment level of each CO is computed by setting weights as follows: Weight Benchmark 1 Number of students securing below 35% 2 Number of students securing above 36 to 45 % 3 Number of students securing above 46 to 60 % 4 Number of students securing 61% and above % The averages attainment of COs of each course is mapped to POs & PSOs. Sample sheets attainment of COs, PSOs and POs for B.Com., B.A. and B. sc. are attached in additional information. File Description: ? Upload any additional information ? Paste link for Additional information

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://bbcollege.edu.in/wp-content/uploads/2022/04/20488_26_55.pdf

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

239

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	View File
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://bbcollege.edu.in/wp-content/uploads/2022/04/2.7.1-1.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)

00

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

00

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

01

File Description	Documents
Report of the event	View File
Any additional information	View File
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

03

File Description	Documents
Any additional information	View File
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**

2

File Description	Documents
Any additional information	View File
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

EXTENSION ACTIVITIES: This is to declare that the report in the said website shows the various Extension Activities conducted in the neighbourhood community to sensitize the students to social issues for their holistic development by the institution during the years i.e., 2020-21.

N.B. See the Website Link.

File Description	Documents
Paste link for additional information	https://bbcollege.edu.in/wp-content/uploads/2022/04/BBC-YRC-Annual-report-2020-2021.pdf
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**

04

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

01

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
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

19

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

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

00

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

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

01

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
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.

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

The college has adequate infrastructure that is spread across a

area of 5.6 acres of lush green environment. The institution provides admirable infrastructural facilities for the teaching-learning experiences and value-added programmes & activities. Activity based learning, Laboratory oriented theory classes which bridges the gaps in academic teaching . The available physical infrastructure is optimally utilized to conduct Under Graduate certificate courses, co-curricular activities / extra - curricular activities, meetings, seminars, conferences etc.

The institution possesses the following infrastructures for teaching and learning:

Classroom: 23 Class Rooms are present. Classrooms are equipped with all necessary infrastructure to facilitate to enhance the teaching learning process. Tutorial rooms are available. The optimal utilization is ensured through encouraging innovative teaching - learning practices inside the Classrooms through well experienced teachers.

Laboratories: Spacious and well-furnished 05 laboratories and 01 dark room with good ventilation and lighting facilities are available. All laboratories are equipped with essential equipment to meet the requirements of the curriculum. All the labs are equipped with good technical support staff available during working hours and beyond (as and when required).

Seminar Hall: Seminar halls equipped with LCD projector, audio-visual facilities. The webinars, Guest lectures, seminars, conferences and symposium are conducted in the seminar hall which helps the students to get new ideas and insights where knowledge sharing kick starts. And also, Science departmental block has a Seminar Hall exclusively for conducting department events.

Library: The college library is occupied in the First floor, of the building. The Library is Spacious, well ventilated & lighted. In the library one computer, one bar code scanner and one printer are in use. The College Library is equipped with a large number of books and journals. Students and faculties can also refer their relevant subject textbooks from the department library for their reference.

Internet Facility: Supported by Gio Net work Ltd Pvt Ltd with 100 Mbps (1:1) Internet Leased Line.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://bbcollege.edu.in/wp-content/uploads/2022/04/4.1.1_Infrastructural_Facilities.pdf

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

SEMINAR HALL ;

A Seminar hall with multimedia facility and good seating arrangement for 200 viewers.

PENDAL:

A permanent pendal is there in the college campus where around 1000 viewers can accommodate for any special programmes

SPORTS

- The college has volley ball and throw ball courts in the open field.
- Cricket is practiced in the field.
- Football is also practiced by the students in the evening in the ground.

INDOOR GAMES:

- Different indoor games like Carrom, Chess, Ludu are provided for both girls and boys students.
- Staffs of the college are also provided with such facilities in their leisure hour.
- The college has also facility for indoor games like shuttle cork, volley ball etc. for both staff and students.

Cultural activities:

Co-curricular activities are generally conducted after the class hours either in the class rooms or in the Seminar Hall. Cultural week is conducted exclusively when the teaching work suspended partially to conduct different cultural events

like:

- Group and Solo Dance
- Group and Solo Singing
- Skits
- Essay-writing
- Debate
- Cooking
- Rangoli

Yoga

- Yoga classes are conducted frequently and International yoga day observed on 21st june every year.

Write-up:

The institution aims to create model citizens of the nation. In this aspect the institution believes in the overall development of the students. So the institution provides a full fledged Seminar Hall and a Pandal where various activities such as seminars, yoga classes are conducted for students. The institution also promotes the sporting activities. The college conducts events such as Athletics meet annually. Students also participate in inter University and inte college sports and cultural fest.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://bbcollege.edu.in/wp-content/uploads/2022/04/4.1.2-The-Institution-has-adequate-facilities-for-cultural-activities-sports-games-indoor-outdoor-gymnasium-yoga-centre-etc..pdf

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

02

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

02

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://bbcollege.edu.in/wp-content/uploads/2022/04/4.1.3-Number-of-classrooms-and-seminar-halls-with-ICT-enabled-facilities-such-as-smart-class-LMS-etc.-.pdf
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)

30.90

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

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

The college has central library building. Library has a huge collection of Text books, Reference books and others books with journals.

The reading room is well furnished to accommodate 50 students at a time and provides conducive environment for study.

A visitor record is maintained for students and faculty members, New Arrivals of books and journals are displayed on rack.

The library has under closed circuit television (CCTV) surveillance Cameras.

The library has developed the database of its own collection through the library software. Library is fully computerized with barcode-based issue-and return process.

Online public access catalogue (OPAC) facility is made available in the central library. OPAC which is used students and faculty member for search of books by Title, Author, Subject name etc.

e-Resources: The library is a member of N-list consortia of information library network (INFLIBNET) under this consortia library provides more than 3135000+ e-books and 6000+ e-journals to students and faculty member. Internet and reprography facility with computer system. CD's, DVD, CD-ROM databases, barcode scanner, printer, audio-video unit with Gio service is available in the library.

Library Automation: All the active book collection is update in the library software database and the online public access catalogue (OPAC) is available for students and faculty members. The issue and return of book have been activated in the library software.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://bbcollege.edu.in/wp-content/uploads/2022/04/4.2.1-Library-is-automated-using-Integrated-Library-Management-System-ILMS-.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-

D. Any 1 of the above

resources	
File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File
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)	
2.746	
File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
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	
10,20	
File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File
4.3 - IT Infrastructure	
4.3.1 - Institution frequently updates its IT facilities including Wi-Fi	
4.3.1 - Institution frequently updates its IT facilities including Wi-Fi To cater the demand of quality education, the college has IT facilities such as CCTVs , internet,	

connectivity, PCs ,Laptops, wireless Router, Web-cameras, Headphones, LCD projectors at Science departments, offices, library, UGC Resource Centre and IQAC Office. Hence, many softwares are made available for Office, Library, the departments. The library is partially automated, updated with EZY VIDYARTHI B.B. COLLEGE software's .There is a system for hardware and software updating. The college website is up-to-date by website committee. The required softwares and antivirus protection is annually updated (Updated on 30.12.2020, 26.02.2021). The computers RAM is upgraded (8.00 GB (7.89 GB usable)).

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://bbcollege.edu.in/wp-content/uploads/2022/04/4.3.1-pdf.pdf

4.3.2 - Number of Computers

17

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

E. < 5MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

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)

30.90	
File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
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.

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.

The college adopts a well designed procedures for maintaining of various system where all stakeholders are involved. The procedures include labelling all college files, stock register maintenance, signing of annual maintenance contracts and delegating responsibilities for actual maintenance/utilization of college facilities. Students are given proper instructions for usage of the Laboratories equipment, Library books and Computer Operation etc. All the purchases and repair & maintenance expenditure have been made as per GFR 2017 and its amendments. All purchase are done through the purchase committee, who ensures that purchases follow the right procedures and that stock verification takes place periodically. Library maintenance is carried out by librarian and a team of Lecturers who ensures good condition of books regular book binding, and removal of old books. Laboratories are regularly maintained by the Laboratory attendant and Demonstrators, Computers, UPS, Softwares and LCDs are maintained by technicians, Lab Assistants, and Sweepers. Physical Education Teacher and Sports incharge and support staff look after the sports equipment's purchased for various sports events and games. Gardener is assigned for the upkeep of the gardens both General and Botanical to make the campus Eco Friendly. The college has a building subcommittee constituted by the Governing Body of college which recommends repairs and

expansion of college infrastructure. The Classrooms Laboratories, Library, Lavatories are regularly cleaned to enable a good environment system in the college campus where different peons, Lab Attendants and Sweepers are ungues. Proofs are attached :-

SCIENCE LABORATORIES

STOCK REGISTER OF LIBRARY

AMC OF PURIFIER

LIBRARY COMPUTER AMC

AMC OF LSEASE SOFTWARE

FIRE INSTALLATION PROOF

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://bbcollege.edu.in/wp-content/uploads/2022/04/jpg2pdf.pdf

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

360

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

NA

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)	No File Uploaded

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

A. All of the above

File Description	Documents
Link to institutional website	https://bbcollege.edu.in/wp-content/uploads/2022/04/5.1.3-capacity-building-and-skills-enhancement-initiatives.pdf
Any additional information	View File
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

00

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

00

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

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

A. All of the above

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

00

File Description	Documents
Self-attested list of students placed	No File Uploaded
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

13

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

00

File Description	Documents
Upload supporting data for the same	No File Uploaded
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.**

0

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)	No File Uploaded

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)

OFFICE OF THE PRINCIPAL B.B.COLLEGE, BAIGANBADIA, MAYURBHANJ

As the election of office bearing to different offices of college union is stopped by the state govt. During the academic session 2020-21 a group of students are selected by the college committee from different classes as representative to different academic as well as administrative bodies of the institutions. While organizing departmental seminars, conduct of annual sports, organizing functions and observation of annual day celebration, foundation day celebration etc., students get

maximum liberty in making those events successful. The different co-curricular and extra-curricular activities are done by the students under the active guidance of teacher in-charge. All the honorus teaching department have student representatives as secretaries to organize seminar, discussion study tour and other cultural events of the department. Inter-Disciplinary competition are arranged by the students and participants are encourage by the faculties to show their talents. The IQAC includes students representative to give them an opportunity to voice their preferences in the quality cell besides the study nets expresses their views by publishing there in dependent view and options in the college magazine as well as. The NSS Unit, YRC Units, Self Defense wing, Eco Club of the college also involve the students to performers from time to time it enhance their social service skill and helps them to represent themselves as good and active citizen of future of the nation students are also benefited for makingtheir future career after involving themselves in the career counselling cell of the college.

File Description	Documents
Paste link for additional information	https://bbcollege.edu.in/wp-content/uploads/2022/04/20488_62_144.pdf
Upload any additional information	View File

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

18

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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)	View File

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

There is a non-registered Alumni Association in our college and this association had applied for registration. The Alumni Association Meetings are organised time to time for the smooth conduct of different kinds of developmental activities in the college.

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

The college function as per the policy issued by the Govt. of Odisha time to time. For a smooth administrative operation

different section like admission, establishment, accounts and examinations are created to reduce the burden of principal. All the files are initiated by the office assistant of the concerned section. The note sheet is prepared by them and forwarded the Head clerk who endorses the memorandum with personal view of the matter. Then concerned file is put up before the officer in-charge for suggestion. The same sheets is submitted for the view of the administrative bursar who suggest the principal his right observation. After getting the approval of the principal the file returns through the proper channel to the concerned section to execute the order. In case of financial equipment of huge amount it needs the approval of Governing Body. More over the plan and proposal coming form various sectional bodies / committees such as executive committee, IQAC, grievance cell, academic council, staff council, construction committee, purchase committee, library committee, examination committee, are discussed in the establishment section and agenda is prepared for the discussion in the governing body. After that approval of governing body the process of execution is initiated by the concerned section of the college office. All information to be complied to the Govt. are communicated through Regional Director of Education, Balasore. The examination section under the guidance of Officer incharge examination carry out all examination related functions of Mid-Term, Semester etc. starting form filling up of forms to the publication of results of each semester . Principal is authorised to appoint one of the senior staff members to act as public information officers to handle and response to quarries under the RTI Act on behalf of the college.

File Description	Documents
Paste link for additional information	https://bbcollege.edu.in/wp-content/uploads/2022/04/20488_66_152.pdf
Upload any additional information	View File

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

The Institution has a Management Information System in Different Sections of the College. Teaching & Non-teaching Employees constitute different committee for the smooth conduct of Activities in the Institution. While the facultis

impart education to the student, the ministerial staff perform all activities related to the Institution. Besides Teaching Faculties act the assigned duty and responsibility in various curricular activities allotted them from the beginning of the Session. A Senior most faculty member take the responsibility to discharge the duty as officer In-charge of his concerned section.

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

Strategy Type Details Curriculum Development Curriculum Development is an important aspect of the College administration. From the beginning of the establishment of the institution, the curriculum of the college has been designed in a way to develop the academic ability of the students. However the college follows the syllabi designed by the North Orissa University. UG course in Arts stream was introduced 1987, to teach humanities Subject with pass course. In the year 1992 Honours in History and Political Science was introduced. In Subsequently Science and Commerce Streams were introduced in the year 1993. In later part honours in Economic, Sanskrit, Chemistry, Zoology, Botany, Mathematics, Accountancy were introduced. In Institutional level faculty members prepare their lesson plans and maintain progress register of their portion of courses covered. Time to time remedial classes are organised by each department for slow learners and absentees. The CBCS was introduced in the 2016 and semester system and Mid Term Examination have been introduced. Industry Interaction / Collaboration As this college is situated in the Similipal Biosphere Region so no big industries are found in the locality for interaction programme. But in this academic session this students of the department of Zoology visited Sericulture Farm in the nearby locality of Bangriposi. The head of the department take utmost interest for such kind of available activities. Admission of Students. The admission to the UG classes are conducted through the SAMS Portal managed by the college as per directives of the Education Dept. of the Govt. of Odisha and the rules framed by North Orissa University to

which the college is affiliated to. The students opting for UG courses apply through Common Admission Form in the online mode. A central selection, is made and the selected students are intimated for admission. The Admission Committee of the College verifies the documents of the eligible candidate for admission. Accordingly, the college provide them ID Card, Library Card, College Calendar and Time Table. Teaching and Learning Classroom teaching is imparted through lecture cum discussion method with the help of black and Green Board. In the Face to Face communication example is cited by the teachers to help the students for better appreciation of the topic. A smart class room has been furnished for better teaching and to motivate the students. The students present their papers in the departmental seminar time to time to enhance their involvement in the subject. The interaction and questionnaire become very useful for teaching and learning process. Students are encouraged to participate in seminar study tours for better perception and personal development. Teaching learning process in the college is cordial and students centric. Examination and Evaluation The College follows the Examination and Evaluation procedure of North Orissa University. From the beginning of the Session, the students are made aware of various rule regulations for appearing examinations. Departmental tests are conducted and the performance of the student monitored by the respective faculty of each department. Students appear two internal examinations in a year, 6 examinations in 3 years. In other words, student has to appear at 6 Internal and 6 semesters for Bachelor Degree. The Evaluation of answer scripts of semester examination is carried out in offline mode by the NOU. Script of internal examination is valued by the faculty member of the concerned department and marks secured by the students are intimated to the University. Result of different Semester examination are usually declared within 45 days of the examination. Weak students are guided for improvement through remedial classes. Research and Development The College imparts education specially to UG student there is less scope for the faculty to be involved in or activities. However faculties are encouraged to carry research activities under various Universities. They presented Research Papers in various Seminar in departmental Seminars, student are guided and encouraged to prepare papers on assigned top present it before an audience to help them overcome the and develop a research bent of mind. Library, ICT and Physical Infrastructure / Instrumentation nt. In the college Land, College Building, Hostel, Administrative Block have been developed. The college Women's hostel has the capacity of 50 Seats for Girls students. There are well

equipped science Laboratories in Chemistry, Physics, Botany, Zoology established in this campus. There is medicinal plant garden and ornamental garden in side the campus. An ICT enabled Seminar Hall and a Canteen is also available. The Entire college is along with class rooms are under CCTV Surveillance. Human Resource Management The Government has launched Human resource management System (HRMS)Portal to keep all information of the employees. The Employees of the institutions are assigned various curricular, extra curricular and administrative charges except their normal academic duties. The university assigned duties of Supervision and syllabus framing responsibility to the Teachers.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://bbcollege.edu.in/wp-content/uploads/2022/04/20488_68_157.pdf
Upload any additional information	View File

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.

Finance and Accounts

Budget provision has been made taking in to account of proposed income and expenditure demand to be incurred in the beginning of every financial year. It is also approved by the Governing body. The students' collection is maintained head wise in daily collection register. Every transaction is made by cheque. Internal Audit of accounts is made every financial year primarily by Account bursar himself a finally by District Local fund Audit.

Student Admission and Support

Student support is the strength for over all development. The students admission is done programme wise and subject wise conducted by SAMS. The Selected candidates become the students of a specific field having specific care course, discipline specific course, and skill enhancement course.

Their support has been very much essential in case of extension

activities, curricular activities, conduct of Seminar, study tour, On-spot visit and project work. Organizing health camp, Blood Donation Camp, Rally, Awareness programme are also Very much praiseworthy in the institutions.

Examination

All information relating to Examination and Evaluation notified in the college Noticeboard for the information of students. Departmental tests are conducted and the performance of the student monitored by the respective faculty of each department.

Students appear two internal examinations in a year, 6 examinations in 3 years. In other words, student has to appear at 6 Internal and 6 semesters for Bachelor Degree. The Evaluation of answer scripts of semester examination is carried out in offline mode by the NOU. Script of internal examination is valued by the faculty member of the concerned department and marks secured by the students are intimated to the University. Result of different Semester examination are usually declared within 45 days of the examination. Weak students are guided for improvement through remedial classes.

Planning and Development

The Governing body of B.B.College, Baiganbadia Plan for infrastructure development in this context IQAC also gives proposal for the development in the field of Academic, Administration, Sports, Culture and extension activities improvement for the adoption of quality Education. The different committees such as Athletic Club, Dramatic Society, Cultural Society, Career Counselling cell, Hostel Management Committee, Seminar Committee also gives proposal for development of their respective section and these proposals are executed after due approval. Internal Audit Report and Feedback Analysis Report also suggest for improvement at different level.

Administration

Office Administration such as Admission Section, Examination Section, Establishment Section, Account Section, Dairy and Despatch Section, always works in a Co-Ordinated manner. The steps are initiated by the Office Assistant and marked by the Head Clerk and the Officer in-charge of the section. The Administrative Bursar approves the matter and send to the

Principal for execution. The policy matters are decided by the approval of the Governing Body in their extra ordinary session. The Principal always seeks the assistance of different committee heads for the smooth Administration.

File Description	Documents
Paste link for additional information	https://bbcollege.edu.in/wp-content/uploads/2022/04/20488_69_160.pdf
Link to Organogram of the Institution webpage	https://bbcollege.edu.in/wp-content/uploads/2022/04/20488_69_160.pdf
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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff and avenues for career development/ progression

The Institution has a welfare mechanism in place, for teaching and non-teaching staff.

1. The various welfare schemes are Service benefits like PF, Gratuity benefit, Study leave, OOD, Maternity leave, Casual

leave, Special Casual leave, Compensatory offs, Earned Leave and Medical leave to all employees.

2. Provision of advance salary to needy teaching and non-teaching staff members is made available.

3. Performance appraisal for both teaching & non-teaching staff every year. Insurance is covered for both teaching and non-teaching staff members.

4. Encouragement is given for research and development activities.

5. Faculty membership with professional bodies is encouraged by the college.

File Description	Documents
Paste link for additional information	https://bbcollege.edu.in/wp-content/uploads/2022/04/6.3.1-The-institution-has-effective-welfare-measures-for-teaching-and-non-teaching-staff.pdf
Upload any additional information	View File

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

0

File Description	Documents
Upload any additional information	View File
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

0

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**

3

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	View File
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

6.3.5 Performance appraisal system for teaching and non-teaching staff

A good performance management system works towards the improvement of the overall organisational performance of teams and individuals for ensuring the achievements of the overall organisational mission and vision. An effective performance management system plays a crucial role in managing the organisation in an efficient manner. In this scheme, the performances are classified into three categories

- (i) Teaching, Learning and Evaluation related activities
- (ii) Co-Curricular, Extension and Professional Development related activities
- (iii) Research Publications and Academic Contributions

The following weightages are assigned to these categories: 100:75:300. These are called Academic Performance Indices (API). At the end of each academic year, the data pertaining to the above categories are collected from each faculty member in the given proforma. Based on the data collected, API scores are calculated for each of the three categories. The Principal in consultation with senior Professors fix certain minimum API scores to be achieved by the faculty members in the three categories. These scores are used for the award of career advancements to faculty members and for promotion to next higher position. Further, at the end of each semester, feedback forms are issued to the students for each of the courses attended by them. The feedback forms in the form of questionnaire collect information about the teacher and different aspects pertaining to the teaching process. A team consisting of the Head of the Department and Senior Professor in the Department, goes through the feedback forms collected from the students and suggest suitable measures to improve the teaching-learning process. As such there is no performance appraisal system followed for non teaching staff in the institute.

The teaching staff has the following Performance Appraisal System -

1. The faculty members fill in the Academic Performance Indicator (API) forms at the end of the Academic year in which they are asked about their workload participation, professional development, their contribution to the college and society as per the UGC proforma. It is submitted to the Principal and CCE, Based on the API scores, the lecturers are encouraged to take up innovative methods, continue best practices and take up more research-oriented projects.

2. Student Feedback - at the end of every year in Year Wise Scheme and every semester in CBCS the students' feedback is taken to assess the teaching performance of the lecturers.

3. Academic Audit - every year, CCE conducts Academic Audit in which the academic counselors oversee the performance of each and every department. An exit meeting is held in which the lecturers are intimated about their shortcomings if any, and are encouraged to improvise and innovate their performance.

4. Action Taken Report - After each Academic Audit, the IQAS prepares Action Taken Report sends it to the CCE in which action taken and the steps proposed to be taken up further in the college to improve performance are intimated.

Meetings are conducted by the principal in which results of individual percentage-wise, department-wise and overall result of the college is discussed.

File Description	Documents
Paste link for additional information	https://bbcollege.edu.in/wp-content/uploads/2022/04/6.3.5-Institutions-Performance-Appraisal-System-for-teaching-and-non-teaching-staff.pdf
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

The financial plan for 2020-21 is prepared by a committee consisting of principal, Bursar account, Co-Ordinator IQAC,

Academic Bursar and Admission Incharge of the college through a well designed budget. The proposed budget is placed before the governing body for approval before it operation. Taking in to the govt. rules and requirement of infrastructure development, the fees structure is prepared. The financial requirement is also made according to the needs and demands of the students. Financial requirement is sought from the govt. through respective channels when govt. wants to mobilize its resource for infrastructure development and academic curriculum enhancement. All dally cash receipts recorded in the DCR and deposited collected amount in the bank in the respective account upon of the purpose in the very next day. All expenditures are make after its sanctioned and approval of payment by the authority.

The case book is maintained regularly in view of maintaining transparency of the monetary transactions the stock book is regularly maintained and verified. The external audit is the once in year by the district local fund audit after due scrutiny of the accounts internally.

File Description	Documents
Paste link for additional information	https://bbcollege.edu.in/wp-content/uploads/2022/04/6.4.1.pdf
Upload any additional information	View File

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

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

For any institution or college, resources are of utmost importance. Resources are required for maintenance, sustenance as well as the growth of the organization. The main source of funds for college is through aids which it receives from Government for salary as well as non-salary expenses. Moreover, UGC also gives grants for schemes as proposed by the college. These funds utilizes for the sanction purpose.

The Institution has proper mechanism to monitor efficiently the available resources. The college obtains proposals from the concerned departments whenever required. After estimating the projected income for an academic year, the Principal sends it for approval to the Governing body. Once it is approved by the governing body, the principal himself is assigned with some fund then allots budget to each department as required. After the allocation, the departments can avail the financial resources within the given limit.

Purchases which consider as day to day expenditure are made with the approval of the Principal and Accountant.

Any major expenditure like Tenders / quotations from various vendors is undertaken with the approval of governing body.

The amounts withdrawn from the banks follow a systematic mechanism of obtaining the approval at various levels.

The Institution is on self-financing basis. The institution receives fees from every enrolled student which is fixed by Management , Govt. and Fees Regulator Authority (FRA) every year. The institute is empowered to make its own budget on the basis of student strength. Based on previous year's actual receipts, expenditure and as per requirements estimated budget is prepared before financial year begins by Administrative Officer along with the principal / Committee. Budget is signed and checked by Treasurer, & the same is approved by governing body of the institute in its meeting. The Principal, Vice -Principal and Administrative officer discuss the requirements before allotting funds for various purposes and its optimal utilization.

The Institute ensures effective and optimal utilization of fund.

All the above things are reflected in the Annual General Report.

Both the authority meets for time to time in order to discuss & monitor optimum utilization of funds.

File Description	Documents
Paste link for additional information	https://bbcollege.edu.in/wp-content/uploads/2022/04/6.4.3-Institutional-strategies-for-mobilization-of-funds-and-the-optimal-utilization-of-resources-.pdf
Upload any additional information	View File

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 Promote Measures for institutional functioning towards quality enhancement the IQAC of the college contributed significant quality strategies in the field of Development of the College such as submission of data for AISHE and different quality audits in the institution.

File Description	Documents
Paste link for additional information	https://bbcollege.edu.in/wp-content/uploads/2022/04/6.5.1-.pdf
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

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

After establishing the IQAC in the college, started working towards quality education and inculcating quality culture among the students and staff. The IQAC has also contributed towards institutionalizing the quality assurance strategies and developed various processes as follows:

1. Promote industrial involvement in academic practices by organizing industrial training, industrial visits, workshops, and guest lecturers from industry experts, MOUs, etc.
2. Implementation of Outcome-based learning education in each program.
3. Introduces the aptitude classes and soft skill classes for students to enhance personality and employability.
4. Participation of college in NIRF, ARIIA, NBA, AISHE, and various other quality audits recognized by the state, national and international agencies.

5. Establishment of Institute Innovation Council (IIC) under MHRD.
6. Establishing Research and Development cell to promote Research and Development activities.
7. Conducting quality programs i.e., seminars, webinars, guest lectures, conferences, etc.
8. Establishment of various processes to take feedback/surveys from various stakeholders.
9. To implement and enhance the use of ICT tools to strengthen the teaching-learning process. 10. Establishment of the Mentor-mentee process and its effective implementation.
11. To submit the Annual Quality Assurance Report (AQAR) annually to the NAAC.
12. To institutionalize the best efforts to make the campus ragging-free and develop the discipline in the students along with the establishment of grievance redressal cell.

Other than these initiatives IQAC works on improving the teaching-learning process and supports adopting Outcome-Based Education (OBE) in all programs of college gradually. The Program outcomes are adapted from NBA, program-specific outcomes, and course outcomes prepared by each program considering Bloom's taxonomy in collaboration with faculty, industry experts, and other stakeholders. A result-oriented, performance-based model is adopted at IMS Engineering College that emphasizes accountability based on student learning. Outcome-based education aims to create a student-centric learning environment at the course level including curriculum and training. The POs, PSOs, and COs attainment is measured every session, for low attained courses, proper action is planned and efforts are made to improve the attainments if required beyond curriculum content and activities planned and implemented, this helps in improving the employability of students and also rewarded with the NBA accreditation.

The IQAC improve the teaching-learning process through standard academic practices, these academic practices include:

1. Preparation and adherence of Academic Calendar
2. Preparation of Nominal roll, Attendance Sheets, and formation of sections/groups
3. Choice of Electives (Open/Departmental/Science based)
4. Course allocation Load chart and Timetable preparation
5. Mentor-Mentee distribution
6. Course Delivery (Online / Offline class)
7. Preparation of Course file
8. Conduction of Seminar, Projects, Industrial Training
9. Monitoring of class delivery
10. Attendance Monitoring of students
11. Preparing Detained List
12. Syllabus coverage
13. Setting up the question paper
14. Conduction of internal examinations
15. Evaluation of answer scripts
16. Slow and advanced learners
17. Industrial Visits & Guest Lectures.

without understanding. Therefore, in audit meeting a decision was taken that at institution level, as a part of policy we have introduce new norms such as

- Students will work on sheets during the class itself and will submit on same day.
- Class test would be conducted, in which drafting question will be compulsory (wherever applicable) to give practice to students.

- Late submissions will not be accepted.

Experiential learning sessions like site-visits and hands on experience i.e. Construction Yard activity, industrial visit is made mandatory. Various lectures of experts in construction field are organized to develop understanding of students. Evaluation scheme is altered in which more weightage of 40% is given to test, sheets, sketch books, tutorials etc. Percentage is reduced to 20%. 20 % to hands on experience and site visit.

Submission room is specially setup for the strategic operation of academic submissions.

File Description	Documents
Paste link for additional information	https://bbcollege.edu.in/wp-content/uploads/2022/04/6.5.2.pdf
Upload any additional information	View File

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)

A. All 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)	No File Uploaded

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

Specific facilities provided for women in terms of:

- a) Safety and Security
- b) Counselling
- c) Girls Common Room
- d) Anti- Sexual Harassment cell
- e) Grievance Redressal Cell

Response:

The institution rightly guides the students from their long journey from "human beings to being human" by sensitizing them on issues like gender, social harmony and tolerance.

1. Safety and Social Security: To have a hawk eye, the institution installed CC (Close Circuit) cameras at key places in the campus and also in all the class rooms for a round the clock vigilance.
2. The institution has different committees such as, Students Grievance redressal Cell and Discipline Committee-cum-Anti-Ragging Cell and Anti-Sexual Harassment Cell which are on heels to provide quick relief to the students and to ensure the maintenance of

decent and moral atmosphere within the campus.

3. The Institution organised seminars by inviting the advocates and personnel from police department.
 4. Counselling: The college adopted 'Mentor - Mentee' system as the first step towards confidence building among the students. Each faculty is assigned with specific number of students to cater to their psychological and emotional needs.
1. **Girls Common Room: A Girls Common Room with attached Wash Room is present.**

File Description	Documents
Annual gender sensitization action plan	https://bbcollege.edu.in/wp-content/uploads/2022/04/7.1.1-FINAL.pdf
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	https://bbcollege.edu.in/wp-content/uploads/2022/04/7.1.1-FINAL.pdf

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

There are different types of wastes disposed in the college for which there is a proper system functioning. The following wastes are being disposed by the college: Solid Waste Management- College has a place on its campus where the solid

wastes materials are disposed. However, there does not exist more waste from college. Liquid Waste Management- The waste water is carried out through the pipeline. This system is made by the College Construction Committee with the supervision of the Public Welfare Department of the state government.

Biomedical Waste Management-

There is no biomedical waste management system in the college.

E-waste Management-

There is no e-waste management system in the college.

Waste recycling system-

There is no system of Waste recycling in the college.

The e-medical Waste Management-

There is no e-medical waste management system in the college.

Hazardous chemicals and radioactive waste management-

As there is no use of most Hazardous chemicals and radioactive use in our college there is no such system present in the campus. There is no Hazardous chemicals and radioactive waste management system in the college. The waste chemicals coming out from the chemistry laboratory stored in the Dumping Soak-Pit.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://bbcollege.edu.in/wp-content/uploads/2022/04/20220419_104320AMByGPSMapCamera-scaled.jpg
Any other relevant information	View File

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	View File
Any other relevant information	View File

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**

D. Any 1 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

<p>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</p>	<p>D. Any 1 of the above</p>
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

<p>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. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p>	<p>D. Any 1 of the above</p>
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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	View File

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).

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 500 words).

B.B.College,Baiganbadia is committed towards the development of society with continuous traditional values as follows:

To develop the emotional and religious feelings among the students and the faculty, commemorative days are celebrated on the campus with the initiative of Administration of college and support of the YRC, NSS and Ecoclub for not only recreation and amusement but also to generate the feeling of oneness and social harmony. The college and its teacher and staff jointly celebrate the cultural and regional festivals, like New-year's day, Fresher Party ,teacher's day, welcome and farewell program, Induction program, rally, oath, plantation, Youth day, Women's day, Yoga day, New Year celebration, etc. religious ritual activities are performed in the campus.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

As a part of strengthening the democratic values, students take a course on Environment studies in their first year which gives them insight into environment acts, Wild life protection act, forest act, global environmental concerns, etc. Many regular programs are conducted by NSS, Eco Club and YRC such as.

26th January Republic Day

15th August Independence day-

5th September - On 5th September, we celebrate Dr. Radhakrishnan's birthday as Teacher's Day with great joy..

2nd October- Gandhi Jayanti is observed in our Institute on 2nd October .

International Women's Day: This day is celebrated on 8th March every year to make the students aware of women's rights.

Vivekananda Jayanthi: This day is also celebrated as "National Youth Day" to commemorate the birth anniversary of Swami Vivekananda.

National Unity day: The birth anniversary of Iron man Sardar Ballav Bhai Patel is celebrated as National Unity day on October 31. This day is observed to encourage national integration, peace, affection and communal harmony amongst students.

NAAC

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

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

D. Any 1 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	View File

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

Our Institution B.B. College, Baiganbadia, organizes National Festivals and Birth and Death Anniversaries of great Indian Personalities with great enthusiasm.

1. 26th January Republic Day- Republic Day is celebrated on January 26 to commemorate the adoption of constitution.

2. 15th August Independence day- It is celebrated every year. It is a grand event marked with the flag hosting by the

Prindipal and followed by National song. Cultural activities related to independence movement are also exhibited

3. 5th September (Dr.Sarvpalli RadhaKrishnan Birth Anniversary)- On 5th September, we celebrate Dr. Radhakrishnan's birthday as Teacher's Day with great joy..

4. 2nd October Mahatma Gandhi Birth Anniversary

5. International Women's Day: This day is celebrated on 8th March every year to make the students aware of women's rights.

6. Vivekananda Jayanthi: This day is also celebrated as "National Youth Day" to commemorate the birth anniversary of Swami Vivekananda.

7. National Unity day: The birth anniversary of Iron man Sardar Ballav Bhai Patel is celebrated as National Unity day on October 31.

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	View File

7.2 - Best Practices

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

Title of the Best practice:- 1. Health Awareness 2. Legal Awareness

1.Health awareness Programme: -To prevention and control of corona, was organized to make the staffs aware about this fatal diseases 08.07.2020. Distribution of Sanitizers and masks among local habitats was made by NSS, and YRC Volunteers following SOP of Covid-19 Protocol on 29.04.2021.Poster containing Awareness message was also displayed on "Swasthya Kantha" and place of public gatherings

Inter college Training camp was organized from 27.01.2021 to 29.01.2021 to promote Blood Donation, First Aid, AIDS Awareness, Disaster Management ,college safety and Road Safety.

Blood Donation Camp was organized on 03.04.2021 and 27 units of blood collected.

2. LEGAL AWARENESS

A webinar was organized by YRC on World Red Cross Day i.e. 08.05.2021 on the objective Rule and regulation of YRC.

Online Inter College Essay competition was organized by YRC On 4.05.2021 on COVID- 19.

Online District level Quiz Competition on World NO Tobacco Day was organized on 31.05.2021.

"National Unity day" was observed on 31.10.2020.

"Sambhidhan Divas" was observed on 26.11.2020.

"Voter awareness Day" was observed on 25.01.2021

"Road Safety Day" was observed on 13.01.2021

"International Women's Day" was observed on 08.03.2021

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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

Distinctive Practice of college

To make use of the uncertain times during COVID-19 pandemic productive orientation programme for teachers was conducted to develop their communication and presentation skills. The students were provided with unit wise study materials through WhatsApp Groups of different departments and online classes were

taken through Google-meet, Zoom etc for completion of course in time.

The digital practical instruments like spectrophotometer, DO meter, pH meter, conductivity meter etc. were used in practical classes.

Dr.Subhendu Das, Reader in Chemistry of the college was nominated as Programme Co-Ordinator of NSS Bureau of MSCB University for his past outstanding activities towards colleges of the district as DPO NSS and for the University.

Mr. Debabrata Dhal +3 2nd Year History (Hons) students of this institution attended All India National Integration camp, held at-Agartala, Tripura.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

FUTURE PLAN OF ACTION

*Due to Covid-19 Pandemic offline classes are not taken but online classes are taken as per Govt guideline. It is felt that majority of students are unable to join in online classes as they reside in remote areas where internet facility is not properly installed and also there is frequent interruption of power supply. As offline classes are to be taken, the authority decided to arrange remedial classes for the students debarred to get the benefit of online classes to make them eligible to appear the semester examination.

*Some of the staff members are associated with minor and major research projects and published their papers in national and International journals. Keeping this in view other staff members are also encouraged to involve and participated in different national and international seminars. They also advised to give proposal to UGC for minor and major research project, to avail funds from different agencies. So that their academic insight will enhance and the faculty members who are already registered for PhD are directed to complete as early as possible for the better interest of the staff, students, in

general and society in particular.

* More emphasis should be given for improving communication skill of students through spoken English class and tribal language as majority of students of this locality belongs to tribal community. For employment generation more students are to be involved in the ongoing PGDCA computer course which was introduced in the college since 2019 in collaboration with MTNM.

NAAC