



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

BELTOLA COLLEGE

BELTOLA COLLEGE, P.O. BELTOLA, GUWAHATI-781028, KAMRUP (M),

ASSAM

781028

www.betolacollege.org

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

The Motto of Beltola College is तमसो मा ज्योतिर्गमय which means attaining enlightenment through knowledge. The Beltola College established in the North Eastern edge of Guwahati Metropolitan city is the singular Higher Educational institution in the greater Beltola area established in 1983. Since, the capital of Assam has been shifted from Shillong to Dispur in 1972, the population of the region has been increasing rapidly. A vast majority of people living in the precincts of Beltola College are tribals and Adivasis and consequently, the Beltola College has obtained a Tribal Belt certificate from the Government of Assam.

The Beltola college has already received necessary permission, recognition and affiliation from Gauhati University. The College runs its courses prepared by its affiliating University. The College has obtained Final Concurrence from the Government of Assam on November 11, 2004 and also 2(f) and 12(B) Certificates from University Grants Commission (UGC), New Delhi. Beltola College was provincialised on 14 August 2013 by the Government of Assam.

Beltola College has been playing an important role in catering to the educational needs of the backward section of the society from its adjoining population and students from other North Eastern States as well and has also been acting as a fulcrum to boost them to play a greater role in the society by emboldening the youth through higher education and pushing them up to greater potentiality to fulfil the social needs and develop the society in this greater region.

Being situated just a couple of kilometer apart from the border of Meghalaya, Beltola College also holds a Border Area Certificate.

Beltola College has maintained a substantially good academic record till date. The college aims at enabling the students to inculcate values through the existing curriculum. Since its establishment, the College has been a reputed and socially responsible institution in different areas like – academic, sports and cultural fields. The College Development Committee is consisted of well educated and socially responsible persons who are solely dedicated to the cause of social welfare and promoting quality education. The college is marching forward in the right direction under the collective wisdom of learned and able management.

A sizeable number of students churned out by this college are contributing valuably for the growth of the society. Students of this college are also involved with various activities in the field of art, culture and sports. The institution is actively and continually engaged with Academic and socio- cultural activities.

Vision

To create Quality Human Resource through Higher Education for strengthening the spirit of building a prosperous and progressive Nation.

Mission

To encourage the youth proper Attitude, Values and Analytical power for building the best of the Nation.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Govt. provincialised, U.G.C. Recognized and Govt. Aided.
- Devoted and Active Governing Body.
- Extra ordinary achievements in cultural literary, sports, NSS and Scout and Guide activities.
- Effective mechanism of examinations and assessments,
- Only Higher Education Institution in the greater Beltola Area.
- More than 50% students are enrolled from the reserved categories.
- Academically encouraging and good environment, students from various categories, qualified, dedicated, motivated teaching and non-teaching staff.
- Effective mentor-mentee systems
- Office with partially automation.
- ITC facilities, Reprography and Departmental Library facilities, internet facilities for both students and faculties in the central Library and INFLIBNET facilities.
- Eco-friendly environment and planning of the campus
- 70.92 Are of land is allotted to college by the Govt. of Assam.
- As there are no industries nearby our institution and consequently, our institution is free from air-pollution.
- Effective Teaching-Learning and conjoined with our commitment to entrust lifelong learning
- Student's active mentoring system for academic , personal and career support.

Institutional Weakness

- Maximum students are academically weak and especially in English.
- Majority of students with poor economic background.
- Inadequate funding for infrastructure development from Government.
- Majority of students coming for enrollment have poor communication skills.
- Insufficient number of faculty with Ph.D and research activity.
- Inadequate number of teaching and non-teaching staff.

Institutional Opportunity

- There is enough scope to increase the infrastructural facilities in the central Library and Departmental libraries.
- Scope to open multidisciplinary stream and professional course as per NEP.
- There is scope for improvement in sports activities and cultural activities.
- There is also scope for inter-institutional students exchange programmes.
- Scope for further utilization of campus space.
- The institution can focus on the strengthening of campus placements.
- Scope to Vocational and Add-on Courses.
- Strong Alumni Network engaged for Institutional growth.

Institutional Challenge

- Enabling the students to improve their English communication skills for global competencies.
- To boost the confidence of rural students, especially girls.
- To achieve excellence in academics by involving masses from socially weaker sections.
- To improve in pedagogical use of ICT enabled teaching- learning.
- Develop Ecosystem for innovation in the Institute

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The Beltola college is affiliated to Gauhati University so it follows the curriculum designed by the Gauhati University. The Beltola College is a under-graduate Arts College. As per university's instructions the CBCS curriculum is introduced from the academic session 2019-2020. The faculties of the College is supported by relevant ICT. The college tries to provide facilitated and infrastructure including a well-equipped library, which makes it possible for the students to participate in a modern teaching-learning process.

The college has eight Departments and it offers both honours and regular course programmes. The college also offers distance learning programme (Institute of Distance and Open Learning, under Gauhati University.) at the Undergraduate level. Some Departments of our college have started self designed certificate course .The college uses certain tools for effective curriculum delivery. It includes regular maintenance of Daily Class Monitoring Diary, HoD diary, lesson plan and student attendance registers.

The college follows an own academic calendar which work in combination with Academic Calendar of affiliating University. Our teachers regularly update their disciplinary knowledge through active involvement in faculty development programmes, curriculum reviews, evaluation etc. Departmental activities are monitored by the IQAC of the college and it also provides valuable suggestions to improve the academic competence of the students. Certain Departments arrange Departmental Field Trips according to Gauhati University syllabus. The students are also engaged in a number of activities like preparation of the Departmental Wall Magazine Departmental Teachers Day Celebration, College Freshmen Social, Departmental Seminars and Assignment on various topics.

Teaching-learning and Evaluation

The Beltola College always focuses on holistic academic, collective, emotional and aesthetic progress of the students. Students are also supported through a well-designed mentor system as displayed on College website. The evaluation procedure of the internal examination is elaborated upon in the classes to ensure effective execution of the internal assessment. Students are assessed on a continuous basis through innovative and reformed techniques such as group discussions, assignments, analytical tests, practical and project work which helps to identify the advanced learners and slow learners based on their performances. Accordingly, remedial classes and other techniques are used to support learners with different abilities and pace

The college takes several effective measures after completion of the admission procedure to assess the academic competence of the newly enrolled students. Beltola College is the only higher educational institution

in the greater area of Beltola. The college organises orientation programme where the teachers introduce the newcomers with the college educational policy, rules, code of conduct, annual academic calendar, programme outcome, course outcome and other academic events of the college. To make teaching learning more effective, the teachers make use of ICT enabled tools like LCD Projectors, Smart Boards, Power Point Presentation along with Wi Fi facilities. The Examination committee which monitors every single aspect relating to the examination and guarantees the quality of the internal assessment. POs, and COs for all programs offered by the college are stated and presented in all Departments, Website and transferred to teachers and students.

Research, Innovations and Extension

The college lays significant emphasis on research, innovation and extension activities and tries to encourage its faculties to carry on with their various academic activities. Beltola College is a under graduate college though the college has nevertheless been a centre of active research, innovative ideas which can be mirrored by the paper and Book publications by the faculties. Some faculty members have earned their Ph.D. and MPhil degree from different universities successfully. The college provides Wi-Fi facilities, access to e- journals, e-books, magazines, reference books in the college central library for its teachers and students. Innovations among students are encouraged by focusing on the interplay of talents and practices. Hence experiential learning plan and programmes-like workshops, seminars, and field visit are conducted with an aim to put students in an atmosphere where they are faced to innovate. The college has rendered valuable academic services to its neighbouring schools and has adopted one High School and two villages, one by community development cell and another by NSS respectively.. The college holds various outreach programmes such as environmental awareness programmes, street play, cultural rallies, Swachh Bharat Abhiyan, Swachh Pakhwada Programme, plantation programme. Extension programme facilitate to develop the sense of oneness, understanding and kindness. Student develops a feeling that serving people in pain is true devotion. These youth become a negotiator of social change, fiscal augmentation and innovations

Infrastructure and Learning Resources

The college has well furnished infrastructure and learning resources which includes 35 rooms with 15 classrooms for conducting regular class and 08 ICT enabled classroom including seminar and conference hall, 3 laboratories one is the practical works in the department of Education, another is the computer laboratory and other one is the language laboratory, a well organized central library along with 08 departmental libraries and 01 canteen. There are 06 buildings in the campus and the total area of the campus is 70.92 Are. The total build up area of the college is 2255.990 SQM. The total number of books in the central library is now stands at 9474 with complete Accession Numbering System. The college has 54 numbers of computers for day to day use, out of which 24 no.s computers are in the computer laboratory and all of them have internet connections. A total of 16 close circuit cameras are installed all around the college campus and a 20/18 KV power generator.

Student Support and Progression

Beltola College always strives to get ready its students not just for examination, but also supports the students to take part in cultural activities and in games and sports to bring out the hidden talents. Apart from class room interaction, tutorial classes or extra classes are taken in all departments. All teaching faculties are in constant touch with the students through various online platforms and Seminars, quiz competitions, field studies are

undertaken in some of the department. Beltola College prospectus provides information regarding admission procedure, fee structure, library facility, attendance rule, courses offered, college annual magazine, student support service and list of department wise faculty members. The college has its own website 'www.beltolacollege.org' which displays numerous information's relating to college. Scholarship and free ships are provided by the Institution as per govt rule. The college provides skill enhancement programs like Yoga and Meditation and many other physical fitness programs.

The college organizes various Awareness Programme for community and students.. The college has Students' Grievance Redressal Cell and Anti Ragging Cell for addressing problems of students and smoothly solves the issues with mutual understanding. A few students have qualified in state level examinations and have received awards and medals in various sports and cultural activities. Beltola College Students' Union is run through nine member committee of secretaries who are involved in various welfare activities of the college. The college has a registered Alumni Association from 2017.

Governance, Leadership and Management

The Governing Body of the college is acting as the sole decision making authority with the Principal as its secretary. The Principal plays a vital role as the administrator of the institution. Decentralisation and participative management is the core essence of academic and administrative framework in the institution which is appropriately distributed by the Principal of the college among other faculty members as well as the official. The IQAC of the college is having representatives from the Governing Body, Teaching Staff, Non-teaching Staff, Alumni, Students, Guardians, Industrialists, Employers, Neighbouring Committees etc.

The office of the Principal of the college is headed by the Principal as administrator officer, followed by the senior assistant through the junior assistants. The College library is headed by the librarian assisted through the Library Support Staff .

IQAC is responsible to visualize and implementing all the strategic plan of the institution. E- Governance modes have been introduced in the students admission and in the sphere of all official works. Both internal and external audits of the college accounts are conducted annually . The college is also having ICT enabled classrooms, computers, internet, conference rooms etc.

Institutional Values and Best Practices

The college imbibes certain institutional values like social responsibility, environmental consciousness and sustainability, creating awareness and sensitizing the students and employees to the constitutional obligation, values, rights , duties and responsibilities of the citizens. The college adopts certain best practices like Invite NAAC for Assessment and accreditation and National Service Scheme (NSS).The main purpose of the institution for conducting Assessment and Accreditation by NAAC is to create a better understanding about the standard of quality of education of the College. NAAC accreditation identifies the standard of the institute in terms of its education, research, faculty, infrastructure, etc., and in turn providing student's insight and choice in selecting. Quality assurance is a continuous process and a relentless quest to attain academic excellence. It is an ongoing active and life- long effort of all institution. NAAC plays not only an important role in internalizing and institutionalizing quality assurance but give the information required to pick up the knowledge and skill of the learning communities also.

The units National Service Scheme (NSS) in the colleges have become an integral part now-a-days. Beltola College NSS Unit was founded in 24 September 2016. NSS volunteers of Beltola College Unit work in local areas, especially in the college neighborhood and in adopted village through different programmes and activities. Students who involved in activities have extensively improved their overall performances. NSS activities provide practical knowledge among the students community and bring new idea for new creativity and innovation and ultimately the higher standard of living.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	BELTOLA COLLEGE
Address	Beltola College, P.O. Beltola, Guwahati-781028, Kamrup (M), Assam
City	Guwahati
State	Assam
Pin	781028
Website	www.beltolacollege.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Ajit Borkotoky	0361-2303853	9706053498	-	collegebeltola@gmail.com
IQAC / CIQA coordinator	Rashmirekha Hazarika	-	9864179846	-	rashmibelcol@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	18-11-1983

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Assam	Gauhati University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	13-09-2011	View Document
12B of UGC	03-01-2013	View Document

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

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

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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Recognitions

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Beltola College, P.O. Beltola, Guwahati-781028, Kamrup (M), Assam	Urban	1.752472	2255.99

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Hindi	36	HS	Hindi	20	7
UG	BA,Assamese	36	HS	Assamese	40	13
UG	BA,Economics	36	HS	English	30	7
UG	BA,English	36	HS	English	30	16
UG	BA,Education	36	HS	English	30	29
UG	BA,History	36	HS	English	20	16
UG	BA,Philosophy	36	HS	English	20	14
UG	BA,Political Science	36	HS	English	30	20

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				21			
Recruited	0	0	0	0	0	0	0	0	9	10	0	19
Yet to Recruit	0				0				2			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				1			
Recruited	0	0	0	0	0	0	0	0	0	1	0	1
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				10
Recruited	6	3	0	9
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				5
Recruited	3	2	0	5
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	2	1	0	3
M.Phil.	0	0	0	0	0	0	4	3	0	7
PG	0	0	0	0	0	0	9	10	0	19
UG	0	0	0	0	0	0	0	0	0	0

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

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	5	0	6
UG	0	0	0	0	0	0	0	0	0	0

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	213	9	0	0	222
	Female	290	20	0	0	310
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	20	17	22	21
	Female	22	18	22	27
	Others	0	0	0	0
ST	Male	63	73	71	75
	Female	91	86	88	99
	Others	0	0	0	0
OBC	Male	76	79	87	93
	Female	102	101	104	101
	Others	0	0	0	0
General	Male	91	89	131	183
	Female	147	154	222	250
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		612	617	747	849

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	The NEP aims at encouraging the exclusive talent of students through a holistic multidisciplinary or interdisciplinary means of education. The Beltola College adheres to CBCS curriculum which is
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	<p>introduce by its affiliating University i.e. Gauhati University since 2019. The curriculum focuses on multidisciplinary subjects which benefits the students having important and widely applicable effects. In 2004, the Environmental Studies subject is included in the curriculum as compulsory subject which enables the students in encompasses a wide range of topics including Bio-logical, Cultural, Social and Physical. As interdisciplinary action, taken by the institution, it has done MoU and linkage with Daffodil college of Horticulture and Daffodil Nursery. In order to give students a wider exposure, college level invited special lectures like GUEST OF THE MONTH, conferences, seminars, special talks organized by departments give students a wide and deeper understanding of new disciplines. And consequently the students are benefited by doing a week long workshop with the Daffodil college of Horticulture. With the multidisciplinary and interdisciplinary options provided by the institution through the Under Graduate Courses, the students are able to focus in their respective areas and while choosing career of their own. The institution is always ready to offer multidisciplinary flexible curriculum that allows multiple entry and exist as per Higher Authority Direction. The provision for the same would be implemented according to the directives of the state government. The institution has applied for the multidisciplinary intuition to the Director of Higher Education.</p>
2. Academic bank of credits (ABC):	<p>The learning friendly approach is offered by the Academic Bank of Credits to ensure multidisciplinary education. The awarded credits are recorded in a system and this awarded credits are usually based on the contact hours they spend weekly in different classes and the internal as well as the external examination. Again, the introduction of CBCS in the curriculum by the Gauhati University enables students' mobility across higher education system.</p>
3. Skill development:	<p>The Guahati University through the CBCS system in 2019 offers the skill enhancement courses (SEC) in the curriculum for Under Graduate Level in third, Fourth & Fifth Semesters. The college offers SE Courses on Tourism of North East India, Oral History and Culture, Public Speaking Skills, Writing Biodata and Facing an interview, parliamentary procedures</p>

	and practises, youth and Nation-Building, Data Collection and Presentation, Data analysis, and report writing and presentation. The college has always tried to offer opportunities for students to develop their skills with changing needs. Students' skills are further improved by frequent interactions with alumni and industry experts. This improves their awareness for the world outside the college.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	While following the curriculum of Gauhati University and being the affiliated college of the aforesaid university, the Beltola College offers subjects in Languages like Assamese and Hindi along with a paper on modern Indian language (MIL). The paper also focuses on the use of mother tongue or regional language as medium of instruction. The institution also offers micro language laboratory for the benefit of the students in three languages i.e. Assamese, English, and Hindi.
5. Focus on Outcome based education (OBE):	During the covid-19 pandemic situation which covered long span of 2020 and a part of 2021, the college opted the online mode of teaching through various modes like Google Meet, Google Blog, WhatsApp and Learning Management System (LMS).
6. Distance education/online education:	Our Institution has the provision of Distance Education to Impart Quality Education in an Intellectually Learning environment through Institute of Distance and Open Learning (IDOL) under Gauhati university. This opportunity helps the students to pursue quality higher education who are not able to pursue higher education through conventional mode of education.

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
230	230	230	230	230
File Description		Document		
Institutional data in prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
8	8	8	8	8

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
612	617	747	849	782
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
764	764	764	764	764

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
115	180	240	203	163
File Description	Document			
Institutional data in prescribed format	View Document			

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
20	20	20	20	20
File Description	Document			
Institutional data in prescribed format	View Document			

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
20	20	20	20	20
File Description	Document			
Institutional data in prescribed format	View Document			

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 08

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
6.74	12.68	11.88	15.06	10.31

4.3

Number of Computers

Response: 62

4.4

Total number of computers in the campus for academic purpose

Response: 62

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Beltola College is a affiliated Institution of the Gauhati University of Assam and strictly follows the curriculum designed by it. College makes every effort to improve and update the syllabus and when required during CCS (Committee of Courses and syllabus) meeting organized by University. Adhering to the guidelines laid down by the affiliating university, the college prepares its own academic calendar.

For imparting quality in education, the college adopts certain effective strategies like timely preparation of academic calendar and timetable; HOD Diary, regular maintenance of daily class monitoring diary, lesson plan timely assessment and evaluation. Various co-curricular activities are prepared and provided to students for experiential learning throughout the academic session. Feedback from stakeholders is taken in order to improve the teaching-learning process. In order to ensure effective curriculum delivery the internal assessment marks of the students are assigned on the basis of different parameters like class attendance, student seminars, home assignments, etc. Extra or tutorial classes are conducted by the Departments in order to strengthen students subject comprehension and learning skills. The College central library provides INFLIBNET, e-journals, etc. The college also provides internet connectivity with Wi-Fi facility including the central library. Departmental library facility exists in many departments. Students are provided study materials mainly through student WhatsApp Groups, E-mails, Google Meet, etc. Apart from classroom, students also gain experiential learning through educational trips, lectures by eminent speakers, project work, training and Extension programmes, for enhanced learning. The college inculcate human values, gender equality, sustainable practices and professional ethics among students.

For further improvement in the academic activities an internal Academic and Administrative Audit has been carried out by two teachers of the college in every academic year and by external peers in every five years.

At the beginning of every semester, departmental meetings are held, in which the following are discussed and executed:

- Workload allotment to teachers as per affiliating and UGC /University guidelines.
- IQAC confirms the academic action plan and an academic calendar is prepared including the details

of duties and liability assigned to the teachers during each semester.

- Prospectus containing information regarding programmes and curriculum are uploaded on website
- Class routine are prepared in advance prior to each session and are uploaded on the college website and in front of each Department ,so that students can attend class right from the commencement of the academic session.
- Various course delivery methods are followed by the faculty such as traditional classroom lecture, class presentation, tutorial, hands-on training, e-learning, project and field studies.
- Seminars/webinar and workshop are conducted to keep the staff up-to-date of new technologies in teaching and learning.
- Teachers supplement classroom teaching with power point presentations, videos, seminars, group learning, and effective use of ICT tools discussions, quiz, short films etc.
- Periodic assessment and review of curriculum progress are monitored through regular assignments and tests
- Students are monitored by the faculties to address any difficulty they may be facing academically or otherwise.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

College prepare an own academic calendar which work in combination with Academic Calendar of affiliating University. The academic calendar of the college is make available to the students, teachers and staffs at the time of commencement of every new academic session. As per the university guidelines, internal examinations are held in the college from time to time and these are held strictly following the academic calendar. The period of the internal evaluations is mentioned in the academic calendar semester wise and is strictly adhered to except in cases of certain emergency like natural calamities or general elections.

The internal evaluations are conducted by the college in each semester, and evaluation of the examinees is kept strictly time-bound.

The college conducts one internal examination in each semester as per the university guidelines and are generally conducted in August and November (odd semester) and February and April (even semester).The question papers are prepared by teachers of the concerned department and the examination is conducted by employing all the teachers of the college, two as examination in charges and rest as invigilators. The final semester examination generally is conducted in December (odd semester) and June (even semester) and the dates of these examinations are declared by Gauhati University, the affiliating university. The IQAC encourages faculty members to attend Faculty development program like Orientation courses, Refresher courses, seminar, workshop etc. to improve their abilities and also develop skill in teaching learning and evaluation process.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

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 last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Response: D. Any 1 of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document
Any additional information	View Document

1.2 Academic Flexibility

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

Response: 100

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

Response: 8

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 7

1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.

2020-21	2019-20	2018-19	2017-18	2016-17
02	01	01	02	01

File Description	Document
Institutional data in prescribed format	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years**Response:** 2.26**1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
19	11	9	27	16

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment**1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum****Response:**

Gender Sensitivity:

- The institution has a provision for constituting an Internal Complaints Committee (ICC) to provide

justice in case of any issue arising among the students, teachers and non-teaching employees on gender related issues.

- Rengoni, Beltola,' the women cell of the institution plays an active role on gender sensitization. The woman cell also organized Inter-college debate competition on gender issue topic in collaboration with the NGO Alok De Light. A weeklong workshop on Self Defence for girls was also organized by this women cell of the institution in collaboration with ItF Tangsoo Do Sports Association of Assam. This workshop is aimed at instilling self confidence among the girl students so that they become strong enough to defend themselves against anti-social elements and also to facilitate their overall personality development.
- In order to create awareness among the students of the institution , several programmes on Women empowerment is organised.

The women related chapters are included in the political science subject, Education, subject and the Assamese subject, B.A.2nd semester and B.A. 3rd semester subject under CBCS.

Environment and Sustainability-

Different wings of the institution celebrated World Environment Day as for example the World Environment Day is celebrated through awareness programme and plantation programme jointly organised by the Department of English and Hindi. The Environment Awareness Cell of the institution also plays an important role in sensitizing the students and staff in particular and people in general on Environmental issues.

The NSS Unit of the institution also organises plantation programme coinciding with "Bon Mahotsav' of the State.

Environmental Studies as a subject is included in BA 2nd Semester (CBCS) and also in BA 4th semester.

Human Values and Professional Ethics-

- English adaptation of "Shakuntala", the immortal drama by 4th – 5th Century Indian great poet Kalidasa and of the Epic "Mahabharata " is also included in the course of BA 2nd Semester English

(Honours). The contents speaks volumes about human values and ethics and instills the same in the readers

- The NSS Unit and the Scout and Guides unit of the College has taken the initiative to promote discipline, patriotism, equality, peace, brotherhood and ethical values through various programmes like blood donation programme in collaboration with Guwahati Medical College, cancer awareness programme, AIDS awareness programme etc.
- Free health check- up programme among the community is organised by the Women Cell Rengoni Beltola.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 2.52

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
8	6	6	5	4

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

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

Response: 5.39**1.3.3.1 Number of students undertaking project work/field work / internships**

Response: 33

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2) Teachers 3) Employers 4) Alumni

Response: A. All of the above

File Description	Document
Any additional information (Upload)	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. Feedback collected, analysed and action taken and feedback available on website
2. Feedback collected, analysed and action has been taken
3. Feedback collected and analysed
4. Feedback collected
5. Feedback not collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 44.19

2.1.1.1 Number of students admitted year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
503	566	747	849	782

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1560	1560	1560	1560	1560

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 51.47

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
374	374	394	416	408

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.2 Catering to Student Diversity

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

Response:

The college assesses the entry point learning levels of the students through the following methods: Before the commencement of admission, an admission committee is formed with faculty and the Principal, as members and chairperson respectively. A meeting of the committee is held where the dates of advertisement for admission in local newspapers is decided. The committee prepares the admission form which reflects the academic performance of the students seeking admission. Students are assessed on the basis of their marks in the previous examinations and the final merit list is displayed on the notice board. By abiding the rules of the government lists of the students seeking admission are prepared for admission.

a) Strategies adopted to identify the slow learners after admission:

Regular Class tests are organized by each department to identify the slow learners. One sessional examinations held in each semester also help to identify the weaker students. The teachers can identify the slow learners from the Class discussions those are held among the students on topics from respective curriculum. Departmental Seminars are also conducted for this purpose. Students are required to submit home assignments through which their writing skills are assessed.

b) Strategies adopted towards the slow learners to improve their comprehension levels and self-confidences:

Students, whose performances are not satisfactory in the class tests, are given chances to repeat their examinations to improve themselves. Students, with poor performance in class discussion and seminars are given special guidance by the teachers. Special tutorial and remedial classes are held for the slow learners. Extra practical sessions are arranged for the weak students. Answer scripts of the meritorious students are shown to the weaker students to improve their writing skills. Slow learners are taken care of by their mentors for personal guidance. The college has introduced a certificate course on "How to face an interview" to make student efficient and confident in their approach and attitude. The different Cells and Departments of the college organize various programs to improve their comprehension level and self-confidence. After the completion of the course, the question papers of the external examinations of previous years are discussed in the classes. The students are also taught on time management and paper writing skills to prepare them for external examinations.

c) Strategies adopted for advanced learners:

Meritorious students are provided extra reference books by the teachers. Selected meritorious students are given exposure by allowing them to attend various workshops, seminars and they are also encourage to participate in debate competition. Special career guidance and counseling is offered based on the student's flair and aptitude. Meritorious students are encouraged to prepare research papers, project reports based on proper research methodology. The Departments organize "Students as Tutor Programme" where the meritorious students are given opportunity to conduct classes of the Departments.

File Description	Document
Upload any additional information	View Document
Paste link for additional Information	View Document

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

Response: 31:1

File Description	Document
Any additional information	View Document

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

Response:

The college has taken several effective measures in order to enhance the learning experiences of its students and for that several student- centric methods have been applied along with the traditional methods of learning, such as

- The teachers interact on a one to one level with the students and invite them even to their respective departments and encourage the students' endeavour in every possible way and provide them with all necessary guidance. The teachers arrange for interactive sessions inside the class after the completion of a topic whereby the students are given an opportunity to interact with the teachers and their fellow mates.
- The Departments like Hindi, History, Assamese, Education, Philosophy and Environmental Studies make use of the participative learning technique where the students are asked to prepare project works based on their field survey reports.
- In the practical laboratory of the Education Department, the students carry on their practical work with the different apparatus under the guidance of the teachers. Such activities go a long way in developing the practical knowledge and skill formation on the part of the students.
- As part of participatory learning activities, the students are engaged in a number of activities like preparation of the Departmental Wall Magazine, Annual College Magazine, Departmental Teacher's Day Celebration, College Freshman Social, Departmental Seminars and Assignments on various topics.
- The students are also engaged in different extracurricular activities of College. The NSS Unit of the college helps the students in developing their self management skills. The different departments of the college conduct "Students as Tutor Program" which also helps the students to share their knowledge.
- The students and faculty members of the department of education participate in the medicinal plant gardening as part of participative learning. Seminars, Popular Talks and Debates are organized on a regular basis which helps the students to cultivate new ideas, develop understanding of subjects and finding suitable solutions to problems and thereby enhance their problem solving abilities.

- The College Career Guidance Cell is working actively to develop work ability skill of the students and organizes different career related programs, invites career experts from different fields to interact with the students which provide them with latest information and firsthand knowledge of the field.
- To make teaching learning more effective, the teachers make use of ICT enabled tools like LCD Projectors and Power Point Presentation to discuss topics citing suitable examples. The students are joined to the departmental WhatsApp groups where the teachers provide many additional information related to the subject matter under study.
- The students are asked to make the best use of their time and to visit the Departmental and Central Library for advanced study and knowledge acquirement. In addition to these activities, every year the College organizes it's College Week where the students participate in various physical, mental and cultural activities and this serves as a platform for budding talents to bring out their inner potential and simultaneously boost up their level of confidence.

File Description	Document
Upload any additional information	View Document
Link for additional information	View Document

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

The College adopts different strategies and modern techniques in order to improve the quality of learning. Being an Arts College the teachers try on their part to discover and devise new methods and content to ensure that students always get the best learning experiences. They try to combine teaching and technology together to provide innovative and creative learning to its students. Apart from delivering lectures, the teachers again discuss the same subject matter in the digital classroom making use of ICT tools. Keeping this in view the college has incorporated many creative and innovative methods in its teaching-learning methodology

- The Institution has a significant concern for providing learning resources to enhance learning experiences. The college has around 54 computers, one digital notice board, Classrooms and laboratories are equipped with 6 projectors, 3 smart TVs with Wi-Fi enabled to facilitate teachers to directly stream web pages and videos.
- Three Wi-fi routers and 06 access points are installed to provide easy internet access to faculty and students within the college campus.
- The college library has access to 6000+ e-journals, 164300+ e-books accessible under N-List and 600000 e books through National Digital Library,.. Faculty regularly consults and shares material from e-books, web pages, You- tube videos.
- Printers and scanners are available in offices and the library.

- Teacher not only uses ICT skills, but also operating ICT to improve teaching in performing their roles. They also use LCD projectors, audio-visual facilities and various ICT tools and class rooms with well-equipped Smart boards.
- Besides to chalk and talk technique of teaching, the teachers are using IT facilitated learning tools like, Google classroom, google meet, zoom app, teach mint, easy-to-use tools like home Assignment, PPT, Quiz etc.
- College introduced Learning Management System(LMS) in college website and taking initiatives till date.
- College has installed smartboard because this technology not only develops the way teachers teach, it also improves the way of students learning. It can provide students with an increased learning experience by projecting visual elements.
- Faculties do on line teaching, meeting, online mentoring, which is perfectly connected with the students., faculties take project work using ICT, Project viva voce, seminars, competition are also organized by using latest technologies. By using ICT, all the departments take initiative to organize webinars, online exam quiz, and guest lectures on the different issues and syllabus related topics for successful teaching and learning outcome. The College has used online method for the smooth running of the entire admission process so that students and administrators can take the benefit of it. Even this system also helpful in the entire administrative management system. The Institute always makes efforts to develop the skill and effectiveness in Teaching, Learning and Evaluation Processes.

File Description	Document
Upload any additional information	View Document
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process.	View Document

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

Response: 31:1

2.3.3.1 Number of mentors

Response: 20

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
Mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 100

File Description	Document
List of the faculty members authenticated by the Head of HEI	View Document
Institutional data in prescribed format	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 2

2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
00	01	00	01	00

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

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

Response: 18.45

2.4.3.1 Total experience of full-time teachers

Response: 369

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

The College follows a transparent and systematic process for the evaluation of students in the internal assessments. The college strictly adheres to all the norms and guidelines of Gauhati University and conducts the internal assessments accordingly. For the purpose of smooth conduction of the examination, the College forms an Examination Committee which monitors every single aspect relating to the examination and guarantees the quality of the internal assessment. The Examination Committee takes decisions regarding the appointment of examination in charges of the internal assessment and distributes responsibilities among the teachers and non-teaching staffs.

- The examination is held in two categories: Honours/ Major Examinations which is conducted by the respective departments under the supervision of the respective Heads of the Departments and Regular/Generic/Skill Enhancement course/ Pass course Examinations which are conducted under the supervision of the Examination in charges.
- The schedule of internal assessment is displayed well in advance before the commencement of the examination through college notice board and Departmental WhatsApp groups. The syllabus of the examination is communicated to the students well in advance by the teachers in the classroom and as a reminder, they share it in the Departmental WhatsApp groups. Attendance of students is strictly maintained by each department and proper weightage of the same is provided to them.
- Home assignments are given to the students well in advance from their respective departments and are held as part of internal assessments.
- All the respective Departments are entrusted with the duty of setting up the questions papers and submit the same through the respective Heads of the Departments within a stipulated time to the Examination In charges.
- The examinations are held under proper invigilation with a minimum of two teachers as invigilators in one room. For the big halls, a maximum of four to five teachers are appointed as invigilators who keep a proper eye on the students and make sure that they cannot adopt any kind of unfair means.
- The students are personally called to the departments and the teachers interact with them individually and discuss about their performance in the examination answer-scripts. The teachers provide their valuable suggestions to the students.
- All the departments submit the mark sheets of internal assessment to the Examination in charges, who in turn takes the responsibility of submitting the same to the affiliated University.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

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

Response:

The College has a well organized mechanism to deal with internal examination related grievances. The College strictly adheres to all the norms and guidelines of Gauhati University for conducting internal examinations and follows the same for the evaluation process as well. Before the commencement of internal Examination, the Principal forms an Examination Committee which monitors every single aspect relating to the examination including grievances if any. The principal and the Examination Committee members keep a proper eye on the overall procedure by conducting meeting with the internal examination in charges, teachers and non-teaching staffs and distributes responsibilities.

- The Principal discusses the evaluation process as directed by the University in details with all the teachers and appeals for proper evaluation of answer scripts.
- The teachers inform the students about the various components in the evaluation process, weightage of internal and external marks allotment as per regulation provided by the University in the beginning of the semester .
- The internal examination schedules are prepared as per the University guidelines and communicated to the students well in advance. In case of any grievances regarding internal examination, the student is free to interact with the teacher of the respective department and get it resolved. The unresolved grievance, if any, is referred to the Head of the respective department and the matter is looked with utmost importance and it is resolved within a short time.
- The students are personally called to the departments and the teachers interact with them individually and discuss about their performance in the examination answer-scripts. The students are allowed to discuss with the respective teachers regarding their performances and in case of any correction in the marks or any discrepancy. This provides transparency and accountability in the evaluation process.
- The marks obtained by the students in internal examination are then submitted to the examination in charges, who in turn takes up the responsibility of uploading them on the University web portal.

In order to minimize the grievences of the students, certain rules and regulations regarding the internal examination are intimated to the students well in advance by the Departmental Heads as well as the faculty members.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

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.

Response:

The College is presently offering Undergraduate program in Arts under the affiliation of Gauhati University. From the academic session 2019-2020, as per University's instructions, CBCS curriculum has been introduced in Undergraduate program from first semester. Categorically program outcomes and course outcome for all programs offered by the college are stated and presented in all Departments, website and transferred to teachers and students. The College communicates the information of all the programs and courses to the students by arranging an orientation program. The College intends to provide the students with certain abilities and values at the time of graduation and these are mentioned below:

- Logically Competent, discipline knowledge and intellectual capacity.
- Teamwork and effective oral and written communication skills.
- Socially conscious and accountable.
- Sound leadership skills, self -directed, focused and goal oriented.
- Civically Accountable, intercultural and ethical competency.
- Honourably Upright.
- Understand the issues of sustainable development.
- Psychologically encouraged, patience and strong -minded.
- Organizational skills.
- Perseverance and motivation.
- Critical thinking and problem solving.
- Professionalism and strong work ethic.

In the past few years, many of the Departments have started self-designed certificate courses to help the students in choosing a promising career. The program outcomes and course outcomes of these courses have been clearly stated by the respective departments in their course catalogues and are also displayed in the college website. Also the teachers of each Department discuss the Program and course outcomes specifically with the students in their respective orientation programmes and that way students develop awareness of the same.

File Description	Document
Upload COs for all courses (examples from Glossary)	View Document
Upload any additional information	View Document
Paste link for Additional information	View Document

2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.**Response:**

Beltola College is affiliated to Gauhati University and is presently offering Undergraduate program in Arts. The College strictly adheres to all the norms and guidelines of the affiliated University for the assessments of the students. This process of assessment consists of two categories of assessments—Semester examination which is conducted by the affiliating University and Internal assessment which is conducted by the college internally. The college adopts various effective methods to measure the level of attainment of Program outcomes, Program Specific outcomes and Course outcomes of its students.

- The teachers try hard to identify the students' strengths, weaknesses and the skills and knowledge they possess before introducing new topics in the classroom by arranging interaction session. This kind of diagnostic assessments helps the teachers to assess the learning levels of the students.
- Formative assessments are done by engaging the students in various activities like field trips, seminar presentations, home assignments and class tests. The individual departments have provided individual attention to students for successful attainment of program outcomes, program specific outcomes and course outcomes.
- The teachers set the internal question papers in such a way that it can tests the attainment of Course Outcome. It also boosts the expertise of the students before the External examination. It is a compulsory condition to get the specified credits for the achievement of the course.
- The teachers keep track of the marks secured by the students at both semester and internal assessment and adopt teaching measures accordingly.
- The IQAC of the college analyzes whether the program outcomes, program specific outcomes and course outcomes have been satisfactory or not and provides necessary remedial measures from time to time.
- The college also gives special attention to students' feedback which is collected at regular intervals and proper analysis is carried out based on them. The principal of the college discusses the findings of this analysis with the teachers and suggests them to take up adequate corrective measures.
- The principal adopts mechanism like frequent classroom visits, random interaction with students and sudden departmental visits to interact with teachers and assess their teaching pedagogies.
- The IQAC of the college is also keeping a supportive alumni network and organizes alumni meet to provide guidance to students. Presently the college has a good number of passed out graduates who have pursued higher studies in various universities and professional institutes and are holding good jobs in Government and private sectors.

File Description	Document
Upload any additional information	View Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 58.95

2.6.3.1 Total number of final year students who passed the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
143	194	151	138	130

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

2020-21	2019-20	2018-19	2017-18	2016-17
210	297	287	281	218

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey**2.7.1 Online student satisfaction survey regarding teaching learning process****Response:** 3.4

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document
Upload any additional information	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description

Institutional data in prescribed format

Document

[View Document](#)

3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
00	00	00	00	00

3.1.2.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
8	8	8	8	8

File Description	Document
Institutional data in prescribed format	View Document
Paste link to funding agency website	View Document

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years

Response: 21

3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
07	05	04	02	03

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document

3.2 Research Publications and Awards

3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years

Response: 0

3.2.1.1 Number of research papers in the Journals notified on UGC website during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

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

Response: 0.15

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

2020-21	2019-20	2018-19	2017-18	2016-17
01	00	00	00	02

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

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 last five years.

Response:

The teaching staffs and students of Beltola College are engaged in various extension activities in the community including academic services. The college has adopted nearby Dakhin Beltola H.S School and a village named as Katakypara at Lalung Gaon. The teaching staffs are engaged in periodic teaching at the school time to time according to their demand. Beltola College has taken initiative towards holistic development of other institutions like it has donated water filter to Katakypara L.P. School. For the wellbeing of students and nearby community Beltola College hold various outreach programmes such as environmental awareness programmes, organise health camps at Hahara, awareness programme at its nearby area and its adopted village Katakypara, organise street play, cultural rally, assembly visit and different competition such as essay competition on Covid-19 pandemic, workshop at Daffodil college of Horticulture, etc. The college is involved in several other activities like awareness programmes on Swachh Bharat aviyon, Swachh Pakhwara programme, awareness programme on sanitation, felicitation programme of senior citizen of its locality, Blood donation camp by NSS in collaboration with Enajori – A non government organisation, Children's Day celebration by women cell at nearby L.P. School and Blind School of Basistha to entertain the students on 14th November and visit old age home on international women's Day by women cell, cleanliness drive, different health awareness programme, plantation in College campus and nearby areas by NSS, Environment cell, women cell in Majhipara L.P. School etc.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 1

3.3.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
00	00	01	00	00

File Description	Document
Institutional data in prescribed format	View Document
e-copy of the award letters	View Document

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 22

3.3.3.1 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
02	04	11	04	01

File Description	Document
Reports of the event organized	View Document
Institutional data in prescribed format	View Document

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

Response: 24

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., year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
42	352	236	159	45

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document

3.4 Collaboration

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

Response: 9

3.4.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
06	00	00	02	01

File Description	Document
Institutional data in prescribed format	View Document
e-copies of linkage related Document	View Document
Any additional information	View Document

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

Response: 2

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

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	0	0	1

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
e-Copies of the MoUs with institution./ industry/ corporate houses	View Document

NAAC

Criterion 4 - 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.

Response:

Beltola College seeks to provide its students with the best possible learning facilities for their academic development. The college has established adequate facilities for teaching, learning and evaluation, such as -- A total of 35 rooms with 15 classrooms for conducting regular class existing five different building blocks. Each of the departments are provided with an honours classrooms and a well equipped laboratory room is also provided for department of Education where the students are given ample scope for carrying out practical works, activity record book, attendance register, black board, white board, green board, smart board, duster etc. Each department also conducts remedial classes, tutorial classes, certificate courses, various examinations, departmental meetings, indoor competition, PTM's, alumni meets along with regular classes. It has one conference/seminar hall which is ICT enabled. Four classrooms are available with LCD projector facilities. At present a total of about 350 candidates can sit for examination at a time as per two on a bench formula. It has a well decorated college museum which showcases the rich heritage and folk culture of North East India and is open to teachers, students, visitors and localities. Apart from it, common rooms – one each for boys and girls and teachers with well maintained washrooms and proper lighting facilities with running water are provided. Well maintained, hygiene and budget friendly canteens. Besides that there is a facility for purified drinking water in the college campus. It has a Student's Union Body Room which is used by its members for different purposes. It has a well furnished central library along with eight departmental libraries. The college has a 20/18 KV power generator and one phase electricity connection. A total of **16** close circuit cameras are installed all around the college campus for monitoring the classrooms and campus activities. The college has laboratory of computer with 54 functional computers for day to day use of the students, faculty members and various staffs. The college has one language lab for practical learning purposes. Every department have their own wall magazines where students showcase their talents through writings, art etc. The college also provides SCOUT and GUIDE facilities for students.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

Beltola college believes in the holistic development of its students and therefore provides adequate facilities. During the time of Annual College week ,some of the outdoor games like - cricket football, athletics etc are organised in the big playground infront of the college. The Sports Secretary organises all

outdoor games and indoor games under a respective teacher in charge for promoting sports and games amongst the students. Indoor games are held within the college campus. Most of the students participate in Inter-College, Youth Festival, State and National Level Competitions. International Yoga Day is celebrated with teaching and non-teaching staffs, students and neighboring area in the teachers common room. Cultural activities like cultural rally in college week, debate and quiz competition, College Foundation Day, Freshmen Social, Department Freshmen Social, Independence Day, Republic Day etc are also celebrated. Some of the instruments and facilities for performing cultural activities are provided by the college. Some events like International Women's Day, Children Day, Rabha Divas etc are organized using different venues as per convenience.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 8

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
Paste link for additional information	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 88.17

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
8.96	8.32	16.52	13.78	1.21

File Description	Document
Upload audited utilization statements	View Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

4.2 Library as a Learning Resource

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

Response:

- The Beltola College Library has a well-organized library with a total collection of 9,474 books; out of which 3677 Textbooks, 5708 reference books, 40 rare books, 49 bound volumes, 9 numbers of national and local dailies, 8 numbers of periodicals along with magazines.
- The Beltola College library has collections of 43 dictionaries, 3 thesaurus, and 56 encyclopaedias. The stock comprises of a good number of bilingual and different subject dictionaries.
- The library offers spacious reading hall along with internet and reprography facility, Wi-Fi facility, Reference service, Question papers of past years, Information deployment and notification, Download Facility, and other required study materials, Newspaper clipping etc.
- The library has subscribed to the membership of NLIST program. The N-list provides access to 6,000+ e-Journals and 30+ lakhs e-Books.
- The college is partially computerized and automated using SOUL 2.0. Data entry as well as upgradation is going on and it is expected to be completed within a short period of time.
- The college has a Library Advisory Committee for monitoring the performance and functioning of the library. The committee puts forward recommendations and suggestions for the up-gradation of the library.
- The library is linked with NDLI (National Digital Library of India).
- The library has sections like processing, circulation, periodicals, reference, reprography etc.
- The library's reading hall has a capacity of 32 users and 4 computers for student.

Name of ILMS software	Nature of automation (fully or partially)	Version	Year of Automation
SOUL2.0	Partially	2.0.0.11	2015

File Description	Document
Upload any additional information	View Document
Paste link for Additional Information	View Document

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: C. Any 2 of the above

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 1.35

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

2020-21	2019-20	2018-19	2017-18	2016-17
0.33	1.7	0.89	2.64	1.19

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document
Any additional information	View Document

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

Response: 0.32

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

Response: 2

File Description	Document
Details of library usage by teachers and students	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The college has upgraded its IT facilities frequently as per the needs and requirements which includes :

- increase in the number of computers,
- internet connectivity,
- institutional portal, its affiliated university portal, transaction portal, Govt of assam, Director of Higher Education ,
- taking the service of AMC/Technical Expert,
- portal updating,
- setting up of smart classrooms and ICT-enabled classrooms,
- seminar/conference hall with smart TV,
- online admission,
- library digitization etc
- Also the college has four smart classroom with audio visual and projector facilities.
- The computers in the college are connected by LAN and all these PC's have W7/W10 processors.
- The college campus has Wi-Fi facilities installed by Jio and Catla with a limit of free usage.
- The entire college campus is under the surveillance of CCTV which are regularly maintained for various purposes.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 9.87

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

4.3.3 Bandwidth of internet connection in the Institution**Response:** A. 750 MBPS

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

4.4 Maintenance of Campus Infrastructure**4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)****Response:** 71.55**4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
5.28	9.00	9.02	13.00	4.76

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document

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.**Response:**

For maintaining and utilizing physical, academic and support facilities, the college spends funds and set procedures and norms of transparency. The college believes in decentralization of powers and the decision making process and for which a number of committees/cells/bodies are set up for smooth conduct of all college affairs.

Laboratories – The laboratories are maintained by the respective Heads who consults with the Principal of

the College for smooth functioning and maintenance of it.

Library – The Library Advisory Committee maintains the college library wherein the librarian and the Subordinate Library Staff look after the affairs of the college library.

Sports Complex – The Principal appoints Teacher in charge for smooth running of all the sports activities and works for the development of sports section of the college. Most of the indoor and outdoor games arranged in the college campus whereas some other major games are arranged in the community playground.

Computers – The College Authority has to repair and check up the computers of the college through the co-ordinator of computer courses and call for technical experts from time to time from various agencies for checkup, repairing and maintenance of the computers.

Classrooms – There are two categories of classrooms i.e. Departmental and Common, where departmental classrooms are meant for holding respective departmental classes and common classrooms are shared by other departments as per the central class routine. The Academic In charge constituted by the College Authority looks after the class routines, academic calendars and internal examinations.

The College Authority constitutes various committees to look after maintenance, checkup, repairing of the equipments/goods, purchasing, modification, construction and supervise and suggest ways and measures for the development of the college.

- Construction Committee
- NSS Committee
- Examination Committee
- Students Grievance Redressal Committee
- Career Counseling and Placement Cell
- Purchasing Committee
- Admission Committee
- Election Committee
- Anti Raging Committee
- Sexual Harassment Committee

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 45.45

5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
588	219	415	335	05

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	View Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0

5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

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

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 6.52

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

2020-21	2019-20	2018-19	2017-18	2016-17
110	51	00	27	25

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

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

Response: A. All of the above

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 8.01

5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
10	24	14	11	11

File Description	Document
Upload any additional information	View Document
Self attested list of students placed	View Document
Institutional data in prescribed format	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 37.39

5.2.2.1 Number of outgoing student progressing to higher education.

Response: 43

File Description	Document
Upload supporting data for student/alumni	View Document
Institutional data in prescribed format	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

Response: 0

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) year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 15

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) year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
01	06	03	04	01

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters and certificates	View Document

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)

Response:

Administrative Responsibilities

The Student Union of Beltola College is the most essential platform where the students engage in various matters regarding academic and administrative of the college . The college has a committed Students' Union and the members are elected by a transparent and unbiased election as per the recommendations of the Lyngdoh Committee. At present there are 09 members in the Union. Members of the Students' Union provide active support and leadership to the candidates during the admissions each year. They organize the freshmen social programme every year with high spirit and full enthusiasm..

The students elect the President, Vice President, General Secretary, Asst. General Secretary and Secretaries for Cultural, Debate, Games ,Magazine, social service , boys Common Room and girls Common Room and the elected representatives assume responsibilities for various students' activities.

Besides representation in the Students' Union,the college has student representatives in various in house committees like the Anti-Ragging Committee, IQAC,Students' Grievance Redressal Cell, and if needed there is a provision to form Internal Complaints Committee against Sexual Harassment thus contributing in fulfilling administrative responsibilities.

Participation in co-curricular and extracurricular Activities

Students of Beltola College are actively involved in various activities of the college and win prizes every year and show their talents in sports, music, dance, fashion, dramatics, , photography, debating etc..

Students are encouraged to join in programmes like, cleanliness drives, health check-up drives, blood donation camp, self-defence workshop, soft skill enhancement workshops, tree plantation drives, and social awareness campaigns. They also participate in programmes like visits to national/biodiversity parks and historical sites aimed. Students also participate in various activities like group discussions, presentations, seminars,. They are also engaged in field survey works and prepare project report based on their visit.

The students of beltola college are actively involved in the following activities of the college.

- Organizing College functions including the Annual College Week, ,
- freshman social
- ,farewell ,
- Republic Day and Independence Day,

- Yoga camp,
- Saraswati Puja,
- Participation in Youth Festival held ,
- Participation in various activities like quiz, debate held in other institutions.
- publishing the Annual College Magazine, Departmental wall magazine.
- Moreover the student Union dynamically associates with the awareness programme other activities of the NSS and the SCOUT & GUIDE

The NSS organize different programmes- patriotic song competition, road safety rally, Women's day celebration, mock drill, disaster management, Swach Bharat Abhiyan, Environment Day celebration and other activities.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 13.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
00	26	15	13	12

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document

5.4 Alumni Engagement

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

Response:

The college has a strong and supportive Alumni Association which has been in existence from many years. The Beltola College Alumni Association has been registered on 05/06/2018 and since then the members of

the association have shown keen interest and active participation in the various developmental activities of the college.

These activities include organization of

- seminar on “Higher Education in Assam: its possibilities, problems and solutions”
- and a webinar on “Cyber Crime Awareness And Ethical Hacking.”

The seminar on “Higher Education in Assam: its possibilities, problems and solutions” was organized on 11th November’ 2016. This seminar had thrown significant light on practical learning skills and concepts that will promote students academic success in the future years. This seminar was attended by a good number of Alumni of the college. Apart from that many secondary level students of the nearby High School attended the programme.

The webinar on “Cyber Crime Awareness And Ethical Hacking” was organized by Alumni of history department of the college in collaboration with IQAC on 30th October, 2021. The webinar aimed to instill among students and faculties sound knowledge of the different forms of cybercrime in the 21st century in order to avoid falling victim to security threats in the future.

The association has immensely contributed in academic and social growth of the institution..

The members of the association offer valuable advice to the students regarding their future academic prospects and placement in various institutions and organization.

A few meritorious ex-students of the college voluntarily offered their service and participated in the student as tutor programme where they interacted with the students in the classroom and offered valuable piece of advice on pursuing Higher studies after completion of graduation, proper choice of courses, future prospects and career planning in the right way.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

File Description	Document
Upload any additional information	View Document

Criterion 6 - 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

Response:

Mission: To encourage the youth proper Attitude, Values and Analytical power for building the best of the Nation

Vission: To create Quality Human Resource through Higher Education for strengthening the spirit of building a prosperous and progressive Nation.

Beltola College happens to be one of the premier co-educational provincialised colleges, under Gauhati University which has been serving the student community of the entire NE region since 1983. The Vision and Mission of the College is very cleared and extensively communicated to all its stakeholders and the society. The Governing Body is formed as per Assam College Employees (Provincialization) Act, 2005 and the Assam College Employees (Provincialization) Rule, 2010.

All the important issues are discussed by the governing body of the college and the Principal executes all the plans and policies with support from his teaching and non-teaching staffs. The Principal, Governing Body, teaching, non-teaching staffs and the students all work together for materializing the vision and mission of the institution. Some of the resolutions adopted in the IQAC core committee meetings are forwarded to the GB for essential approval for further implementation.

The leadership and governance at Beltola College is based on participative management and decision making which ensures an environment beneficial for achieving the vision and the mission of the college.

The Principal of the college who is also the Secretary of the Governing Body organizes meetings of the Governing Body, and also conducts meetings on regular basis with the teachers and staff, for discussion of matters relating to the College. Teachers are engaged as Co-ordinator and members, and student representatives are also a part of the In house committees of the College. This helps in creating a good academic atmosphere in the college.

Students also participate in various awareness Programmes on social and local issues, and workshops, seminars, quiz, talks, sports cultural events, counselling programmes. Programmes on various extension activities are also organized by NSS unit of the college. Teachers also act as mentors to students which is an effort to provide guidance, motivation, mental and emotional support to the students and thus promoting their academic development.

Teachers play an integral role in the management and decision-making bodies of the institution. In addition to their teaching responsibilities, they also participate in administrative and executive processes, being teacher representative in the Governing Body, as the coordinator of in house body, and as member of different committees. The Students' Union of the College plays a significant role to the student community. By signing MoUs and Linkages for collaboration with other institutions many exchange programmes have been organized by the college.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

The College management always maintains the strategy of decentralization by giving chance to take part by stake holders of the institution. The Governing Body is formed as per Assam College Employees (Provincialization) Act, 2005 and the Assam College Employees (Provincialization) Rule, 2010.

The services of the employees are regulated as per the Assam Civil Service (Discipline and Appeal) Rules, 1964, The Assam Service (Conduct) Rules 1965. And the pension and other benefits are settled under The Assam Service (Pension) Rules 1969.

Various in-house bodies have been constituted by the college authority as participative management practice in consultation with IQAC.

The in-house committees are constituted by the teaching staff, non-teaching staff and student members. The in-house bodies have been allowed to plan and make policies for smooth functioning of all actions throughout their term.

The activities of the various in-house committees are co-ordinated by the IQAC and the role of the Committees in different areas of Institutional functioning is described as below:

Academic:

- Academic Committee: It is assigned with the task of preparing the Annual Academic Calendar of the College, including the setting of schedules for internal assessment as per University guidelines.
- Examination Committee: Examination Committee plans all the activities relating to the College's internal assessments and external examinations.
- Library Committee: The Library Committee plans for the development as well as expansion of the College's library resources.
- Research Activities Cell: The Research Activities Cell takes initiative to promote the research activities in the College.
- Annual Magazine committee: The Magazine Committee plans to find the article for the college magazine which is an important part of the Indian education system. College magazines reflect the identity of the educational institutions through the writings of its students and teachers as well.
- Counseling cell: Counseling cell tries to assist students so that they become self confident and potential to face their worry and tension. The counseling cell gives a calm and comfortable

atmosphere to the students to talk freely about their problems concerning their academic and social or public life.

Administrative:

- College development advisory committee: The college development advisory committee is entrusted with the preparation of plans for the development of the college.
- Annual Budget and Audit Approval Committee: This Committee is assigned with the duty of preparing the annual College Budget and advises the administration on financial matters.
- Purchasing Committee: It advises the administration on all College acquisitions and also has a monitoring role in ensuring the quality of the purchases.
- Construction committee: Construction committee give advices on new construction activities, and also on the repairment work of existing buildings. It also functions to control Construction activities.
- The Admission Committee: This Committee is assigned with the duty of the complete procedure of the admission, program of admission maintaining the reservation strategy as per the Govt. of Assam regulation, preparation of admission rule and following all other Govt. circular regarding admission. The transparency in the admission process is also monitored by the Committee.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

Beltola College is a Govt Provincialized undergraduate College and so all strategic plans are taken by the Department of Higher Education, Government of Assam. However, some internal strategies can be taken by the college for the smooth functioning of the college.

The College management always maintains the strategy of transference by giving chance to take part by stakeholders of the institution. Various in-house bodies have been formed by the college authority as participative management practice in consultation and discussion with IQAC. The in-house committees are constituted by the teaching and non-teaching staff along with student members. The in-house bodies have been permitted to plan and make policies for smooth implementation of all actions throughout their term. College development advisory committee play an important role in all round development of the Institution and committee is assigned with the preparation of plans and strategy for the development of the college. The Annual Budget and Audit Approval Committee is entrusted with the responsibility of preparing the annual College Budget and advises the administration on financial matters. This Internal Audit reports are also examine by the committee. The Purchasing Committee advises the management on all College acquisitions and also has a monitoring responsibility in ensuring the quality and value of the purchases.

Academic Committee is assigned with the task of preparing the Annual Academic Calendar of the College, including the setting of schedules for internal assessment as per University guideline. Similarly Examination Committee plans all the activities relating to the College's internal assessments and external examinations. The Infrastructure development activities have been carried out by the Construction Committee for implementation of Infrastructure Development Grants, Govt. of Assam.

One activity successfully implemented based on the perspective plan laid out in 2020 is the On-line Admission System. The College has chosen to start well-designed Digital database of students On-line Admission arrangement. This is an example of careful deliberations and strategic planning undertaken in the last five years. The Admission committee of the institution looks after the entire online admission process with the help of the HOD. The Admission Committee with the help of faculty members completes the entire admission process within the specific time., The college is making all the efforts to make the enrolled as well as aspiring-to-take-admission students informed about each and every update through its official website www.beltolacollege.org. The College launched a dedicated help desk for the students to resolve their admission related queries. Admissions into the College are based strictly on merit. A common merit list of all applicants is prepared by the College for each programme, and admissions are given on the basis of the list. All admissions are governed by the College admission rules and government circular and order. The decision of the Admission Committee regarding admissions is final. Merit list of selected candidates for admission into various courses are uploaded in college website for easy access.

Other than this, college governing body always takes initiatives for the development of college and accordingly plan strategies time to time.

File Description	Document
Upload any additional information	View Document
Strategic Plan and deployment documents on the website	View Document
Paste link for additional information	View Document

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

Response:

The Principal is the head of the College administrative officials, followed by the Academic in-charge and then by the HoDs of the various departments.

Head of the Departments are appointed by the Principal on rotation basis(as per DHE circular) to carry out the administrative and the academic responsibilities of the departments with the help of the faculty members.

The librarian looks after the administration of the library with the assistance of two Library assistant and one supporting staff.

The services of the employees are regulated as per Provincialisation of College Employees Act, 2005 and College Services Conduct Rule.

Recruitment and Promotional Procedure:

All fresh recruitments are made in a transparent way by means of public advertisement in Daily newspapers and through the college website as per State Govt. and UGC rules. The interview is made as per Govt. and UGC guidelines.

Promotion to the teaching staff is done as per the rule and guidelines of the Government under Career Advancement Scheme (CAS) . Promotions are made through DPCs, held as and when necessity arises API scores of concerned teachers are verified through IQAC before holding of the DPCs.

Departmental Promotion Committee verifies and computes the API of the candidates. After approval of External Screening committee the proposal for promotion is sent to the Director of Higher Education, Assam (DHE) for necessary action.

In case of the non-teaching staff promotion are accorded as per vacancy and seniority.

File Description	Document
Upload any additional information	View Document
Link to Organogram of the Institution webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

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

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	View Document
Institutional data in prescribed format(Data template)	View Document

6.3 Faculty Empowerment Strategies

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

Response:

Beltola College put into practices several policies that sustain the welfare of the teaching and non- teaching staff are stated as below-

- The college organizes health camps to provide free health check-up and instill awareness about important health issues such as cardiac wellness, women's health, HIV-AIDS, and mental well being.
- The college facilitates effective delivery of accounts-related matters to its employees.
- Salaries are disbursed and reimbursements of allowances are processed in a timely manner as per State government rule.
- Life insurance is provided by the college in the form of a Group Insurance Scheme that covers the staff members at low premium.
- Beltola College provides a healthy and clean work environment conducive for enhancing productivity at work. Facilities such as well-maintained staff room, administrative office, department rooms, and conference rooms serve as important working space outside the classrooms.
- A well-furnished college canteen adjacent to the staff room is maintained in the college in addition to the cafeteria facilities.
- A dedicated reading room equipped with Wi-Fi enabled computers and printer facilities is available in the library to access e-resources.
- Teaching staff are also entitled to issuance of five books at a time and students are entitled to issuance of two books in their name and there is a provision to issue upto five books in the name of students belongs to advanced learner category.
- Seminars, training programmes are organised by College at State and National for faculty enrichment purposes and for nurturing a competitive and thriving academic environment.
- We have an active and committed Staff Association that acts as a bridge between teaching and non-teaching staff. It also conducts regular informal meet of staff, and farewell for our retired staff.
- The college administration is committed to undertake a number of welfare measures for the employees. Following are some of the welfare provisions that are currently in practice and enforced from time to time as per necessity/ requirement.
- Various types of leaves to employees [Study Leave (for Ph.D. research work/ FIP/ FDP etc. to permanent teachers), i.e. Maternity Leave (for all ladies staff), Child Care Leave (for all ladies only), Medical Leave (for all staff), Duty leaves for participation in academic courses/ examination works/ govt matters (for all teachers) etc.
- Emergency first aid facility (for all staff)
- Group Insurance and Provident Fund (for all permanent staff), Gratuity as per directive of Govt of Assam.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 5**6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	2	0	2	1

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years**Response: 0.8****6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	2	1	0

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).**Response: 1****6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	0	0	0

File Description	Document
Upload any additional information	View Document
IQAC report summary	View Document
Institutional data in prescribed format(Data template)	View Document

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

Response:

Appraisal for the teaching staff:

Appraisal for teaching staff is based on the Performance Based Appraisal Scheme (PBAS) proforma submitted by faculty looking for promotion. Performance Appraisal formats prescribed by the govt. for promotional matters are certified by the Principal, as and when required for individual permanent faculty members.

The PBAS proforma details individual teachers' teaching-learning and evaluation related activities; research and academic contributions; administrative support and contribution in extra- and co-curricular activities as had been detailed in UGC-CAS guidelines. The appraisal/selection committee, appointed by the Principal, in coordination with IQAC scrutinizes the proforma based on the UGC-CAS guidelines and recommends the same for promotion.

Further the engagement of faculty members in other fields like corporate life, membership in different bodies and societies are also counted for performance appraisal.

Performance appraisal record is collected in prescribed format and the achievements of the faculty are kept in IQAC. These are communicated to the concerned authority for the preparation of ACR of the faculty members.

Appraisal for the non-teaching staff:

The non-teaching staff at Beltola College comprises a diverse support staff which functions as the backbone of the college. This includes the administrative and accounts staff, the, the library, and other staff. Every year, the performance of the non-teaching staff is recorded in the ACR .

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The College has a system for both internal and external audit of all financial activities.

The Internal Audit:

It is done on an annual basis by a reputed Chartered Accountant firm appointed by the college authority. The job of conducting internal audit of the Institution has been assigned to the Brij Goswami & Company till 2017-2018 and 2018-2019 onwards it assigned to N.N. Das and Co. , reputed Chartered Accountant firm based in Guwahati. After the completion of internal audit, the Directorate of Audit (Local Fund), Government of Assam, is invited to officially audit it. All financial matters are included in the audit process. The institution has completed its internal audit up to the financial year 2020-21.

Government Audit:

The government audit is done by the Directorate of Audit (Local Fund) Govt. of Assam. The audit is completed till 2019 but the reports are yet to be received by the college authority. The financial transactions that come under the purview of other funding agency are audited separately. The College always keeps transparency in financial activities and annual audit reports of the college for public view whenever it necessary

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 1

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0.5	0.5

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Any additional information	View Document
Annual statements of accounts	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The college submits diverse proposals, to fulfill the necessities of resources for construction work, up gradation, renovation and repairing of classroom, office library, common rooms and other basic infrastructure, requesting financial help from UGC, State Government and other organization.

Some grants are also received by the institution from State Government from time to time. The financial grants and aid received by the college are utilized according to the suggestion and instruction of the funding agency and utilization reports are submitted by the institution properly in time.

To meet the requirements of recurring expenses student's admission fee are deposited in different head as per student's admission fee structure and recurring expenses are made only through these accounts.

The College also generates some revenue through sale of prospectus and admission form. Besides that, the institute also generates some revenue through collection of rent (from the college canteen), Surplus fund from different university examination centre fees, different govt. and non-govt. departmental and recruitment examinations.

Institution mobilizes fund from the collection of donation from the staff members to create welfare fund to help needy and economically backward student, teaching and non-teaching staff.

Salary grants from Govt. of Assam and initiative for the implementation of cashless campus are the major financial management system in the college campus.

The college uses the internally created fund for expenditure of salary to part time and guest teachers and other non-teaching staff. And their salary is reasonably increases as per the Governing Body decision.

The generation and utilization of college resources are reflected in the Annual College Budget, which is prepared before the commencement of every financial year.

Purchasing committee of the college take an important role in maintain financial management role of the

college.

In case of any purchase, quotations are called from reputed firms. The purchase committees prepare a comparative statement and the lowest bidder with requisites criteria is asked to provide the quoted items.

As resource utilization the Institution also provides Internet facility to the office staff, faculty members and students in office and college library. IQAC has also used web space for the institutional portal, for upload data for all future essential purposes.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5 Internal Quality Assurance System

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

Response:

IQAC has contributed a number of practices significantly for institutionalising the quality assurance strategies and processes. It follows different steps to improve quality culture in administration, academic arena, organizing workshops, webinars, popular talks, faculty development programmes, sports, cultural programme, camp, extension activities, community development programmes, etc.

The IQAC has plan and execute various best practices for institutionalizing the quality assurance strategies and processes. Two best practices among them as follows

I. Academic and Administrative Audit:

IQAC takes initiatives to ensure AAA for the excellence in teaching- learning process. For a quality oriented teaching –learning process there should be a strong administrative background. AAA promotes a reasonable standard to teaching learning process. For the smooth functioning of the institution IQAC forms audit committee constituted by two teachers of the college for the internal academic and administrative audit and the audit is also carried out by external peers in every five years for assessment of different policies, strategies, functions of the administrative procedure.

II. Feedback mechanism:

The IQAC at Beltola College has applied a feedback system for students based on institutional parameters such as infrastructure and facilities, curriculum delivery system, regulation and Academic atmosphere, staff and support, and so on.

Feedback system is crucial to institutional progression as it allows for self-realization and reform. The feedback submitted online and offline is examined, and actions are taken for improvement and redresses. It work as the method for improvement of teaching-learning processes, progress in infrastructure and facilities, skill-enrichment and professional upliftment of the faculty as well as office staff, ability and aptitude enhancement of students.

The online and offline feedback mechanism at Beltola College offers a practical self-assessment procedure essential to promotion and enrichment academic excellence as well as institutional growth.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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)

Response:

The IQAC cell of faculty members from different departments, students and respected citizens of neighboring locality.

The composition of the IQAC is as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers /Industrialists/Stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

Internal Quality Assurance Cell (IQAC) acts as an excellence sustenance measure of the Institution.

Quality enrichment is a continuous progression so the IQAC is a important part of the institution's system and the prime duty of the IQAC is to increase a system for developing awareness, consistency and continuous development in the overall performance of the college.

The IQAC of college seeks to improve the academic and administrative performance of the institution and also provides support for institutional functioning towards quality enhancement through quality culture and best practices

IQAC conducts regular meetings and reviews, strengthen the teaching-learning process, its structure & methodologies of operations, and learning outcomes at periodic intervals. IQAC convenes regular meetings with faculties and Principal for ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.

The IQAC instruct the faculty member to encourage and facilitate the process of creation of a learner-centric environment conducive to attain excellence in education. The IQAC work as a leading agency of the Institution for documentation, coordinating quality-related activities, as well as improvement of teaching-learning process.

The IQAC always encourage for the development and maintenance of institutional database through computer based for proper maintenance of the institutional quality;

Feedbacks received from various stakeholders are acknowledged sincerely for its time-bound solution.

The periodic internal examinations and remedial classes help in evaluating the learning outcomes of students. All departments adopt some fruitful strategies for following academic calendar and completing the syllabus in time keeping in mind the various needs of the advanced and slow learners. All the meetings, feedbacks, and assessments contribute to improve the teaching-learning process as well as maintaining and enhancing the institutional quality. To ensure clarity and focus in institutional functioning towards quality enhancement, the IQAC organizes inter and intra institutional workshops, seminars on quality related themes. Periodical conduct of Academic and Administrative Audit and its follow-up is a part of regular functions of IQAC. The research cell helps in sharing of research findings and motivating towards research activities amongst the faculties and students.

IQAC distributes standard formats of registers to all departments and faculty members for keeping records of lesson plans and records of daily classes. The HOD diaries are given to all HOD's for keeping everyday records of academic and administrative works performed within the department. The Activity Record registers provide distributed among to keep a record of all activities and events organized by the departments.

IQAC has proposed field trips and project works for students so as to impart a firsthand learning experience. IQAC encourages all faculty members to undertake wide-range of extension activities through joint teacher-student collaborations with NSS unit of the college.

PO and CO of all subjects is displayed in the college website under active monitoring of IQAC

IQAC organizes occasional faculty development programmes to make faculty members ICT-friendly.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)**
- 3.Participation in NIRF**
- 4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: D. 1 of the above

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
Paste web link of Annual reports of Institution	View Document

Criterion 7 - 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 last five years.

Response:

1. Safety and Security: Safety and security for girl students in the campus is given the highest priority as the institution is co-educational.

- CCTV Camera: The entire college campus is under CCTV surveillance, including almost all classrooms, and the Library, the control panel of which is in the Principal's chamber. The college has installed 16 CCTV cameras to monitor the security and safety of all concerned.
- Security Personnel: The campus is under the watch of a Day and a Night Security Guard. During special occasions like the Freshmen Social or Rally, the college arranges for additional security from the local police station.
- Campus Lighting: The College campus is well lit with various types of lights in every important points.
- Strong Boundary Wall: The college campus is well protected with strong boundary walls around the campus to restrict unauthorized entry inside the campus.
- Security check: The security guard checks the people who enter the campus. Entry of students are not allowed without ID-card. Outsiders' entry register is maintained by the security personnel.
- Internal Complaints Committee: The College has a provision of Internal Complaints Committee, constituted as per UGC guidelines which deal with grievances related to sexual harassment.
- A Cell Against Sexual Harassment has been constituted to redress any complaints from students, teaching and non-teaching staff.
- A registered Women's Cell named Rengoni Beltola has been constituted exclusively by the female Teaching and Non-Teaching Staff of the college for enhancing women empowerment in the college. A week-long training program on self-defense for girl students was conducted. An Inter College Debating Competition was organized.
- An Anti-Ragging Cell is constituted to ensure that harmful instances of ragging can be prevented and necessary action be taken at any required time. The names and contact numbers of the members of this committee are displayed in the college campus so that any instance of ragging can be reported immediately. Security personnel have been appointed in the main gate of the campus to keep a close watch on students inside the college campus.

2. Counseling:

College Women's Cell named Rengoni Beltola and a Counselling Cell have been involved in generating sensitivity to both staff and girl students on various gender-related issues to create healthy social, physical and psychological awareness, through various activities. From time to time the International Women's Day is celebrated every year. An Inter College Debating competition was organized on Gender Discrimination.

3. Common Room:

There is a large Girls' Common Room in the College. One large lavatory is attached with the girls' common room which is cleaned on a regular basis. An incineration machine has been installed along with a sanitary napkin vending machine there. In order to enabled the girls to redress their grivances, a separate suggestions box has been installed in the girls common room. There is a big Teachers' Common Room with separate washrooms with lavatory facilities for male and female Staff.

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

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

- 1.Solar energy
- 2.Biogas plant
- 3.Wheeling to the Grid
- 4.Sensor-based energy conservation
- 5.Use of LED bulbs/ power efficient equipment

Response: C. 2 of the above

File Description	Document
Geotagged Photographs	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

Response:

Solid Waste:

Being highly responsive towards environment protection the college emphasizes in generating less waste and reusing it in every possible way. There is a waste management mechanism for proper disposal of

different kinds of wastes - solid, liquid and e-wastes. From time to time, the college undertakes awareness drives for effecting cleanliness and management of wastes, both within and outside the campus.

Solid waste management :

Different coloured garbage bins of different size are kept at different places in the campus for collection of regular solid waste products. Every department has small individual garbage bins. The solid wastes such as dry leaves, twigs, paper cups, wood and metal waste are collected by the cleaners on a daily basis. The garbage collected on daily basis is picked up by Guwahati Municipal Corporation (GMC) workers in a garbage carrying van for proper disposal and recycling. The entire college campus has been declared as a plastic-free campus. Single use plastics are strictly prohibited inside the campus. Notices are displayed in the main gate and various other points in the campus to discourage the use of prohibited plastic items by all concerned. Paper bags are encouraged for use in lieu of plastic bags. Paper waste is being reduced by reusing the blank side of used paper for rough work. Printing of documents, unless it is necessary, is discouraged. The College now makes many of its documents and publications available in the digital form like notifying in the college websites, WhatsApp notices for communicating the staff members etc., instead of the print form.

Liquid waste management:

In order to pay proper attention to the health of hygiene and the students and staffs the college has proper drainage system for liquid waste management. Liquid waste is let out from the points of generation like the canteen, washrooms basins, toilets etc. through a proper drainage facility in order to avoid stagnation. Cleaners are engaged on a regular basis for ensuring that the drains are not blocked to avoid stagnation of liquid and solid waste in the campus drains. For sewage disposal there is an onsite system of septic tanks.

E-waste management:

The college maintains proper E-waste management. E-wastes like non-working computers, monitors, printers, memory cards, mother boards, ink cartridges, etc. are stored in a separate e-waste stock room and are repaired for further use. For reducing the use of CDs and DVDs the college is using reusable pen-drives and External Hard Drives. The college has adopted refilling of the used toners for printing purpose.

In the college, the sources of solid waste are classrooms, laboratories, staff rooms, office, library, canteen, toilets, and grounds.

File Description	Document
Geotagged photographs of the facilities	View Document
Relevant documents like agreements/MoUs with Government and other approved agencies	View Document
Any other relevant information	View Document

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Response: B. 3 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document

7.1.5 Green campus initiatives include:

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

Response: B. 3 of the above

File Description	Document
Geotagged photos / videos of the facilities	View Document

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions / awards
5. Beyond the campus environmental promotion activities

Response: A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Certificates of the awards received	View Document
Any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.

2. Divyangjan friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. Assistive technology and facilities for 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

Response: A. Any 4 or all of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Geotagged photographs / videos of the facilities	View Document
Details of the Software procured for providing the assistance	View Document

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).

Response:

Sincere efforts and initiatives for providing an inclusive environment in the college such as tolerance, the harmony in diversity are being taken within the campus and in neighbouring community by college on a regular basis. Beltola College community itself is a quintessence of unity in diversity, as its members belong to various language, community, social class, religion and geographical area. With the presence of students from the entire North Eastern states, the college is a perfect model of a Mini North Eastern region propagating the message of unity in diversity. Besides, the college itself is located in Guwahati, and in near border area of Assam and Meghalaya, making it a heart of different communities. Beltola College community believes in the power of harmony and unity in diversity, enabling the students and teachers with a strong mentality of respect for people belonging to the diverse religion, language and culture. The teachers as well as the staffs feel at home while in college and they collectively come forward enthusiastically to celebrate the different festivals with great spirit of unity. Likewise, the students, irrespective of their religious and linguistic background, celebrate the different festivals with joy and enthusiasm which help them to implant the social, religious and cultural harmony.

Accordingly, numerous steps have been initiated by the college for initiating tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Keeping it in mind IQAC of the institution carry out various activities such as celebration of- International Women's Day, International Yoga Day, World Environment Day, World AIDS Day, Republic Day, Independence Day, Gandhi Jayanti, Teachers' Day, National Education Day, College Foundation Day, Saraswati Puja, Birth and Death Anniversary of Dr. Bhupen Hazarika, Dr. Mamoni Roisom Goswami, Kalaguru Bishnu Prasad Rabha, Annual Cultural Programme, Freshmen Social, College Election for Students' Union etc. and arranging the well-being programmes like Flood Relief Collection and Distribution, Parents' Meeting, exhibition of traditional attire on different Ethnic Groups during Cultural Rally, and involvement in social activities under community development programme. Every year the college celebrates Republic Day and

Independence Day hoisting the national flag by the Principal or Chief Guest of the Programme. Students and staffs salute the flag and then sing the National Anthem. Speeches are made on National Integrity, sacrifices of the martyrs, and maintaining religious and communal harmony by the principal and invited Chief Guest. On the celebration of Republic Day and Independence Day, the local community also takes active part .

On the eve of the College Annual Cultural Day Procession the college organises a traditional costume show to represent the Indian culture. In this competition students wear the different attire representing the different states, religions and cultures. Along with creating an inclusive environment in the college and society, these activities provide the students with opportunities to get acquainted with the different culture of our nation and help to develop the tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities.

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

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

Beltola College Community undertakes special initiatives by organizing special activities for creating awareness and sensitizing the students and employees to the constitutional obligation, values, rights, duties and responsibilities of the citizens. It strengthens the democratic values and creates a strong mental frame up among the students and teachers regarding their responsibilities as good citizen who unconditionally respect Indian Constitution and performing duties of citizens. India, as a country, includes individuals with different backgrounds viz., cultural, social, economic, linguistic, religious and ethnic diversities governed and guided by the Constitution irrespective of caste, religion, race, sex etc. Likewise, Beltola College is a perfect model of a mini India which consists of students and employees with cultural, social, religious, economic, linguistic, and ethnic diversities, yet tightly bound by unity and constitutional obligation and responsibilities and is constantly working for spreading the message of being true Indians, respecting others. It believes in the power of harmony and unity, which encourage the students and teachers with a strong mentality of respect for people belonging to the other religion, language, social status, race and culture. It also believes that the college to be our second home and all students and employees are members of a large family. This mental frame up of mutual obligation encourages all to implant moral value and sense of respect and obligation for people living in the neighborhood and ultimately to the whole nation. It believes in greeting and wishing each other during different festivals, especially by touching the feet of the elders, and inviting them to have a feast and to get introduced with one's culture and to have cordial relations and to maintain the religious, social and communal harmony. The goal of organizing the programmes is to create awareness and sensitize the students and employees to understand the Constitution and its different provisions which talk about equality, human dignity social justice, human rights, equity. Following are the programmes conducted by the college-

- National Voters Day: 25 January 2019 2022
- Republic Day: 26 January: Every Year
- Independence Day: 15 August Every Year
- Constitution Day: 26 November 2016, 2021
- Special Lectures on Human Rights 17 March, 2017
- Human Rights Day: 10 December 2017, 2020, 2021
- College Election for Students' Union Every Year

Through the programmes students and employees are inspired to –

- i) respect the culture, traditions, religion of all,
- ii) encourage them to empower themselves with true and pure Indian values,
- iii) have awareness about their duties and responsibilities as a good citizen for himself, his family, his locality, his community, his motherland,
- iv) have awareness about their Constitutional Rights so that the powerful agencies must not exploit the right of any citizen.
- v) to learn how to protest against any discrimination regarding equality, social dignity etc.
- vi) have awareness about their Human Rights so that the powerful agencies must not exploit the right of any citizen.

File Description	Document
Details of activities that inculcate values; necessary to render students in to responsible citizens	View Document

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.

- 1.The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

Response: C. 2 of the above

File Description	Document
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.	View Document
Code of ethics policy document	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

The college aims at inculcating motivation, values, patriotism and nationalism in the students by celebrating national and international commemorative days, events festivals and Birth and Death Anniversaries of great Indian personalities. The celebrations and observance activities include Flag-Hoisting, Rallies, Essay Writing, Drawing Competition, Performing Street Plays, Quiz Competitions, performing plays on sensitive issues etc.

National Commemorative Days

- Republic Day and Independence Day are celebrated in the college every year. The National Flag is hoisted and National Anthem is sung and salutes are given. Speeches are made on the freedom struggle, National Integrity, sacrifices of the martyrs, and maintaining religious and communal harmony by the principal. A rally is usually organised by the staff, students and NSS Unit. Quiz, Cleanliness Drive and competition programmes are also organized by the college.
- Gandhi Jayanti is celebrated in memory of the Father of the Nation, who devoted his whole life preaching Truth and following non-violence. In accordance with the Prime Minister's urge for 'Swachh Bharat Abhiyaan', the NSS Unit takes part in rallies, quiz programmes and Cleanliness Drive.
- The Institution celebrates Teachers' Day commemorating the birthday of Dr. Sarvepalli Radhakrishnan. Speeches are made on life and work of Dr. Radhakrishnan.
- National Unity day is celebrated the birth anniversary of Sardar Vallabh Bhai Patel. A huge Human Chain is formed to symbolize the unity in Beltola College Community.
- Surgical Strike Day was celebrated in college at per instruction of the central Government on 29 September, 2018
- National Voters Day is celebrated to spread awareness about the necessity of casting our vote in the Elections and to encourage young generation towards the voting rights.
- Children's Day is celebrated by Rengoni- Beltola by visiting neighbouring schools..
- National Education Day is celebrated in the college to commemorate Maulana Abul Kalam Azad.
- Foundation Day of the college is observed every year. Singing songs, reciting poetry, speeches etc. are done.
- Saraswati Puja represents a kaleidoscope of communal harmony, as all the students and staff take part in the programme with their traditional colourful dresses.

International Commemorative Days

- International Yoga day is celebrated every year in the campus.
- Rengoni Beltola organizes International Women's Day and conducts various events.
- World Environment Day is observed by the College every year. Plantation and preservation programmes are done with a view to nurture the Nature for our Future.
- World Cancer Day was observed in college under in initiative of IQAC.
- World AIDS Day was observed in college under in initiative of IQAC. Awareness Programme was conducted among the students.
- Birth or Death Anniversary of Dr. Bhupen Hazarika, Dr. Mamoni Roisom Goswami and Kalaguru Bishnu Prasad Rabha are also organized by the college to inculcate the knowledge about their sacrifices towards nation.

Annual Cultural Programme, Freshmen Social etc. and arranging the well-being programmes like Flood Relief Collection and Distribution, Parents' Meet, exhibition of traditional attire on different Ethnic Groups during Cultural Rally etc.

File Description	Document
Geotagged photographs of some of the events	View Document
Annual report of the celebrations and commemorative events for the last five years	View Document

7.2 Best Practices

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

Response:

Institutional Best Practice- 1

1.Title Of The Practice:

Invite NAAC for Assessment and Accreditation for the first time

2.Objectives of the Practice:

Invite NAAC for Assessment and Accreditation for the first time is considered as one of the two best practices by the college. This institution decided to invite NAAC for conformance to the standards of excellence with regard to its performance connected to the educational processes and outcomes, curriculum development and coverage, teaching-learning process for faculties, quality academic and research programmes, infrastructure, learning resources, organization, governance, financial well being and student services.

The main objectives of this practice are as follows

- To minimized the gap in students and teachers in learning in order to improve their learning skill.
- To make the academic and administrative side transparent.
- To inculcate core values among the student community.
- To make the teaching-learning process more effective by using ICT.

3.The Context:

Tamaso Maa Jyotirgamaya" is the MOTTO of Beltola College which means attaining enlightenment through knowledge. Beltola College was established in 1983. The Beltola College has offered Tribal Belt Certificate and Border Area Certificate by the Govt. of Assam.

The main purpose of the institution for conducting Assessment and Accreditation by NAAC is to create a better understanding about the standard of quality of education of the College. NAAC accreditation identifies the standard of the institute in terms of its education, research, faculty, infrastructure, etc., and in turn providing students insight and choice in selecting. It gives an institute instant credibility and reliability.

NAAC primarily focuses on assessment of the quality of higher education institutions. Quality assurance is a continuous process and a relentless quest to attain academic excellence. It is an ongoing active and life-long effort of all institution. NAAC plays not only an important role in internalizing and institutionalizing quality assurance but give the information required to pick up the knowledge and skill of the learning communities also.

4.The Practice:

The Beltola College is permanently affiliated to Gauhati University. The College has also obtained final Concurrence from Govt. of Assam dated. 30/11/2004. The Beltola College has also obtained "2(f) and 12(B) Certificates" from University Grants Commission (UGC), New Delhi.

Beltola College is an affiliated Institution of Gauhati University of Assam and adheres to its Academic aspects. The College prepares an own academic calendar which work in combination with Academic Calendar of affiliating University. Feedback from stakeholders is taken to more improve the teaching-learning process. Enter admission process is completed in a transference way and some strategies adoptees to identify the advanced and slow learner. The experimental learning, participative learning and problem solving methodologies have been incorporated in the teaching learning process of the college.

As internal evaluation is a process to review the academic performance of the students, efforts have been taken by the college to make the system transparent and robust through some measures. Sessional Examinations are conducted centrally and Department wise. In case of any doubt regarding evaluation, the students can freely discuss their problems with the respective teachers. Categorically, program outcomes, program-specific outcomes, and course outcomes for all programs offered by our college are stated and presented in all Departments. The IQAC of Beltola College has always been worked to develop a mechanism to improved and ensure an academic, research, innovations and extension activity atmosphere in the College. The adequacy and optimal use of the facilities like Physical facilities, Library facilities, IT Infrastructure facilities available in an institution are essential to maintain the quality of academic and other programmes on the campus. Hence the IQAC has tried to ensure that whatever is done in the

institution for education is done competently and successfully with high standards. The IQAC provides facilitating mechanisms like Career Guidance Cell, Placement Cell, Grievance Redressal Cell, Entrepreneur Cell, Anti-Ragging Cell and welfare measures to support students. The Institutions' concern for student's progression to higher studies and placement service. The College authority promotes practices for social justice, value-based education and supports for active participation of the students in social, cultural and leisure activities. Encouraging students' participation in some skills and competencies base activities. The College management always maintains the strategy of decentralization by giving chance to take part by stake holders of the Institution. Beltola College put into practices several policies that sustain the welfare of the teaching and non- teaching staff. The college submits diverse proposals, requesting financial help from UGC, State Government and other organization. The college conducts regular gender equity promotion programs. like Safety and Security, formal and informal modes for counseling male and female students and staff for academic and other issues or problems. The IQAC takes initiatives for providing an inclusive environment such as tolerance, harmony in diversity within the campus and in neighboring community.

5.Evidence of Success :

To the students:

- Increases of curriculum development system and Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences.
- Teachers has used ICT enabled tools for effective teaching-learning process for the students
- A good mechanism are initiated to deal with of internal and external examination system, Extension activities, to attain programme outcomes and course outcomes, Collaborative activities for research, Faculty exchange, Student exchange, capacity building and skills enhancement
- The Institution has tried to provide adequate facilities for cultural activities, sports, games (indoor, outdoor), yoga etc.
- The College has tried to establish a systems and procedures for maintaining and utilizing physical, academic and support facilities in laboratory, library, sports, computers, classrooms etc.
- Increases the credibility of the students over other institutions students.
- Opportunities for higher studies and placement.
- Better academics, exposure to different workshops, labs, opportunities, projects, etc.

To the institutes:

- The good leadership is visible in diverse institutional practices such as decentralization and participative management along with Strategic and perspective plan
- Institution conducts internal and external financial audits regularly on Funds or Grants received from government bodies and individuals.
- Institution conducts internal and external academic & administrative audits.
- Green, Environmental and Energy audits are also conducted by the institution as its green initiatives along with plantation.
- Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes.

- College has started to maintain a good and inclusive environment.
- Increase credibility to the research aspect in the College.
- Develop an efficient and good Leadership and Management system.

6.Problems Encountered and Resources Required:

The College got provincialized by the Govt. of Assam in 2013-2014. But before the Provincialization, its financial condition was not good as the administration of the college ran with the tuition fees and other fees collected from students during the time of admission only.

The college has faced numerous problems like shortage of faculties, fund, infrastructures including library, sports, classroom, ICT etc

A majority of the students come from BPL families whose parents or guardians cannot afford for the educational needs of their children or wards. Apart from that, there are certain other constraints like raising funds to organize different programmes for students holistic development. Presently the institution is facing acute shortage of man-power to carry out its various developmental activities. A good number of students face financial problems while choosing for a promising career and in pursuing higher education. Early marriages among girls students and dropouts pose a serious problem for the college in the way of attaining education and building up responsible citizens.

Institutional Best Practice- 2

1. Title of the best practice:

National Service Scheme (NSS)

2. Objectives:

The main objectives of this best practice (National Service Scheme) are

- to comprehend the community in which the NSS volunteers work,
- to make a healthy relation to their community,
- to identify the needs, problems of the community and involve them in problem solving,
- to develop among themselves a sense of social responsibility,
- to utilize their knowledge in finding practical solutions to problems,
- to acquire leadership qualities and to gain skills in mobilising community participation.

3.The Context:

The units National Service Scheme (NSS) in the colleges have become an integral part now-a-days. Its concept started to build sense of social responsibility through teachers and students involvement in constructive service with the motto of “Not Me But You”. NSS was introduced in 1969 with the primary objective of developing the personality and character of the student youth through voluntary community service. Beltola College NSS Unit was founded in 24 September 2016. NSS volunteers of Beltola College Unit work in local areas, especially in the college neighborhood and in adopted village through different programmes and activities.

4.The Practice:

Beltola College NSS Unit, under guidance of Programme Officer, is following the overall aim of NSS which is to give an extension dimension to the higher education system and orient the student youth to community service during their student life. It is expected that educated youth of Beltola College, who are going to join administration in future and become responsible citizen, should be conscious of the problems of the community and concerned towards their needs and problems. In order to arouse the social consciousness of the students, Beltola College NSS volunteers are provided an opportunity to interact with the people in the locality, neighbouring villages and adopted village through various programmes, which help them gather direct experience to the realities of life, and bring about a change in their social insight. This NSS Unit has been carrying out various activities that have importance to the neighborhood. Among them Cleanliness Drive Programmes under Swachhta Programme, Yaad Karo Qurbani Programme, observance of Surgical Strike Day, Republic Days and Independence Days etc. are important. Besides, they take part in different activities of celebrations and observances of important days and awareness programmes, various rallies, quiz competitions, drawing competitions conducted on various special days like World Cancer Day, World AIDS Day, Gandhi Jayanti, and Independence Day etc., in the college. Besides, they actively take part in helping the flood victims by collecting relief materials and during Lockdown, they created awareness campaign in their own neighborhood.

5.Evidence of Success:

The evidence of success is noticeable in the change of attitude and point of views of the student volunteers. Students who involved in activities have extensively improved their overall performances. NSS activities provide practical knowledge among the students community and bring new idea for new creativity and innovation and ultimately the higher standard of living. Their approach of looking at the society and realising the problems of the community have changed and modified. Students are involving themselves in the society more deeply now. Society is getting benefitted as NSS volunteers are creating awareness among them for a better way of life. NSS volunteers are trying to show them the importance and usefulness of cleanliness and sanitation. Gradually NSS Volunteers are acquiring skills for mobilising community participation, acquire leadership qualities and democratic attitude and come forward to tackle the situations created by emergencies or natural disasters. With time, they are becoming self-reliant, promoters, pioneers, entrepreneurs in the society.

6.Problems Encountered:

The goals and objectives of the NSS are numerous and in the Semester System under CBCS, students get very shorter academic time for simultaneous performance in both academics and NSS activities. Involving in all the activities may hamper academic life of volunteers. Lack of specific schedule/time table for NSS

activities affects the study time of students. Besides, insufficient human resource affects to operate NSS activities.

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

7.3 Institutional Distinctiveness

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

Response:

The Vision of Beltola College is to create quality human resource through higher education for strengthening the spirit of building a prosperous and progressive nation and the Mission of the college is to encourage the youth proper attitude, values and analytical power for building the best of the nation. The logo of this College is “**Tamaso- ma-Jyotirgamaya**” or to enlighten everyone by imparting adequate rationalised knowledge by overthrowing the darkness of ignorance, and thus making Beltola College to be one of the distinctive institutions in North –East India.

The institution maintains its distinctiveness by involving wholeheartedly in the method of teaching and learning. Education is the expression of the intrinsic potentialities of human being. At the modern world, education is blended with technology. Hence it is the call for the time and therefore tries to provide the necessary infrastructure and resources for the use of technology in teaching learning. The Beltola College approaches holism in teaching by deepening the engagement of students with the syllabus and complementing this with appropriate co-curricular activities. To attain the academic requirement of their chosen agenda of study, students not only attend classroom teaching but also write assignments, participate in workshops, seminars, debate, Quiz and undertake project work.

But, along with this, the Beltola College also highlights on imbibing value based education among the students. Moreover, the faculty members of the college understand the need of communicating knowledge not only in the college campus but also in the adjoining schools to empower future generation and for the progress of the society as a whole. Necessity is felt to encourage the process of teaching and learning by creating an academic bond between different schools and this college. The college has opened a yoga centre with a view to concerning physical and mental health. The college has set up a computer laboratory for the professional courses along with increasing plan. The college has formed Scout & Guide and NSS Unit. In the library, apart from conventional books, emphasis is put on e-recourses for both teachers and students. Additionally, all the committees and Cells of the college have been performing their duties smoothly to make it a distinctive institution.

As the vision of the institution indicates, the college family are trying their best to transform it from a mere

of an institution of higher education to a centre of excellence for all round development of human resources contributing towards the nation building process. It aims at imparting value and skill based knowledge oriented education aspiring to make it the students to be worthy citizen. Different activity groups in the College organize extempore speech competitions, musical performances, staging of plays, exhibitions. Students also participate in sports activities and undertake other outdoor activities like visit to historical places, field work etc.

Teacher-led student projects, interaction with invited faculty further enrich the learning experience of students as do field trips and study tours organized by the College. The College initiates different programmes that lead to capacity building of the students of the college as well as of other institution and also of the community at large. The college shapes the learners into better citizens enriched with self-assurance, persistence, loyalty, and humanity. Our chief aim is to empower our future generation academically and this is well evidenced by the success of some students. Many of our students are academically well enriched to be employed in many reputed institutions, organizations. The college manages to foster a spirit of belonging, friendship, and affection among the learners and the teaching and non-teaching faculties which is retained beyond the boundaries of the institute even when the learners have passed out. The students also try to keep always manage to keep in touch with the college staff.

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

5. CONCLUSION

Additional Information :

- For mental and physical care of the students of the institution Dr. Sumi B. Choudhury, Senior Consultant Psychiatrist, Namcare Hospital, Guwahati is honorary appointed for students' counselling.
- For health awareness among the students Dr. Sameer Sapkota, Senior Physician, Eastern Nursing Home, Guwahati is honorary appointed as Health Consultant for serving on medical ground in the institution on 2nd and 4th Saturday in a month.
- The Beltola College has also done lots of in campus activities and extension activities which are not included in the SSR. Some of the activities have not done annually but occasionally in order to impart knowledge of those Greats who were Greats in their days in different fields like sports, culture etc.
- In order to cope up with this technological era, some new settings are increasing day by day in our institute.
- The faculties as in-charge of the students have participated in different Government activities when it is instructed by the respective Departments of the Govt. of Assam

Concluding Remarks :

Over the years, Beltola College has merged itself as an institution committed to achieving superiority in teaching-learning, research, extension activities and academic development as shown in its continuous efforts to make ensure for developments in educational, managerial and student performance. The college has incessantly improved its services and infrastructure to respond to the changing educational atmospheres. The college faculty and students have loyally engaged with people and the community, satisfying its role in making knowledge and information offered to the public. The Beltola College is leading through its vision towards demand, superiority and holistic education, changing the students into internationally competitive, employable and responsible citizens.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																																								
2.1.1	<p>Average Enrolment percentage (Average of last five years)</p> <p>2.1.1.1. Number of students admitted year-wise during last five years Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>612</td><td>617</td><td>747</td><td>849</td><td>782</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>503</td><td>566</td><td>747</td><td>849</td><td>782</td></tr></table> <p>2.1.1.2. Number of sanctioned seats year wise during last five years Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>1560</td><td>1560</td><td>1560</td><td>1560</td><td>1560</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>1560</td><td>1560</td><td>1560</td><td>1560</td><td>1560</td></tr></table> <p>Remark : DVV has made the changes as per shared reports for students admitted by HEI.</p>	2020-21	2019-20	2018-19	2017-18	2016-17	612	617	747	849	782	2020-21	2019-20	2018-19	2017-18	2016-17	503	566	747	849	782	2020-21	2019-20	2018-19	2017-18	2016-17	1560	1560	1560	1560	1560	2020-21	2019-20	2018-19	2017-18	2016-17	1560	1560	1560	1560	1560
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2020-21	2019-20	2018-19	2017-18	2016-17																																					
1560	1560	1560	1560	1560																																					
3.2.2	<p>Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years</p> <p>3.2.2.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>01</td><td>00</td><td>01</td><td>01</td><td>03</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>01</td><td>00</td><td>00</td><td>00</td><td>02</td></tr></table> <p>Remark : DVV has considered the books and chapters having ISBN/ISSN numbers only.</p>	2020-21	2019-20	2018-19	2017-18	2016-17	01	00	01	01	03	2020-21	2019-20	2018-19	2017-18	2016-17	01	00	00	00	02																				
2020-21	2019-20	2018-19	2017-18	2016-17																																					
01	00	01	01	03																																					
2020-21	2019-20	2018-19	2017-18	2016-17																																					
01	00	00	00	02																																					

3.3.2

Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

3.3.2.1. Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
01	00	01	00	00

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
00	00	01	00	00

Remark : DVV has considered the number of awards and recognitions received for extension activities from government / government recognized bodies only from the supporting documents provided by HEI.

3.3.3

Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

3.3.3.1. Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
02	09	12	08	04

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
02	04	11	04	01

Remark : DVV has considered number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies only from the supporting documents provided by HEI as per SOP.

3.3.4

Average percentage of students participating in extension activities at 3.3.3. above during last five years

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., year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
59	455	411	263	89

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
42	352	236	159	45

Remark : DVV has made the changes as per 3.3.3

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

3.4.1.1. **Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
09	00	00	03	02

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
06	00	00	02	01

Remark : DVV has considered collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc only from the supporting documents provided by HEI as per SOP.

4.2.2 **The institution has subscription for the following e-resources**

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases
6. Remote access to e-resources

Answer before DVV Verification : A. Any 4 or more of the above

Answer After DVV Verification: C. Any 2 of the above

Remark : DVV has select C. Any 2 of the above as per shared reports by HEI.

4.2.3 **Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)**

4.2.3.1. **Annual expenditure of purchase of books/e-books and subscription to journals/e-**

journals year wise during last five years (INR in Lakhs)

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0.87	2.29	1.38	3.18	1.78

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0.33	1.7	0.89	2.64	1.19

Remark : DVV has made the changes as per considered Annual expenditure of purchase of books/e-books and subscription to journals/e- journals by HEI.

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

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

Answer before DVV Verification : 12

Answer after DVV Verification: 2

Remark : DVV has made the changes as per average of teacher and students using library per day on (dates)

4.4.1 **Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)**

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
9.50	9.00	13.0	13.00	4.00

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
5.28	9.00	9.02	13.00	4.76

Remark : DVV has made the changes as per considered Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary by HEI.

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

5.3.3.1. Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
00	34	31	23	24

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
00	26	15	13	12

Remark : DVV has considered the number of sports and cultural events/competitions in which students of the Institution participated only from the supporting documents provided by HEI as per SOP.

- 6.5.3 **Quality assurance initiatives of the institution include:**
1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
 2. **Collaborative quality initiatives with other institution(s)**
 3. **Participation in NIRF**
 4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**
- Answer before DVV Verification : C. 2 of the above
 Answer After DVV Verification: D. 1 of the above
 Remark : DVV has select D. 1 of the above as per shared report by HEI.

- 7.1.2 **The Institution has facilities for alternate sources of energy and energy conservation measures**
1. **Solar energy**
 2. **Biogas plant**
 3. **Wheeling to the Grid**
 4. **Sensor-based energy conservation**
 5. **Use of LED bulbs/ power efficient equipment**
- Answer before DVV Verification : B. 3 of the above
 Answer After DVV Verification: C. 2 of the above
 Remark : DVV has select C. 2 of the above as per shared bill by HEI.

- 7.1.4 **Water conservation facilities available in the Institution:**
1. **Rain water harvesting**
 2. **Borewell /Open well recharge**
 3. **Construction of tanks and bunds**

	<p>4. Waste water recycling</p> <p>5. Maintenance of water bodies and distribution system in the campus</p> <p>Answer before DVV Verification : A. Any 4 or all of the above</p> <p>Answer After DVV Verification: B. 3 of the above</p> <p>Remark : DVV has select B. 3 of the above as per shared bill by HEI.</p>
7.1.5	<p>Green campus initiatives include:</p> <p>1. Restricted entry of automobiles</p> <p>2. Use of Bicycles/ Battery powered vehicles</p> <p>3. Pedestrian Friendly pathways</p> <p>4. Ban on use of Plastic</p> <p>5. landscaping with trees and plants</p> <p>Answer before DVV Verification : A. Any 4 or All of the above</p> <p>Answer After DVV Verification: B. 3 of the above</p> <p>Remark : DVV has select B. 3 of the above as per shared report by HEI.</p>

2.Extended Profile Deviations

ID	Extended Questions
1.1	<p>Total number of classrooms and seminar halls</p> <p>Answer before DVV Verification : 17</p> <p>Answer after DVV Verification : 08</p>
1.3	<p>Number of Computers</p> <p>Answer before DVV Verification : 54</p> <p>Answer after DVV Verification : 62</p>
1.4	<p>Total number of computers in the campus for academic purpose</p> <p>Answer before DVV Verification : 43</p> <p>Answer after DVV Verification : 62</p>