YEARLY STATUS REPORT - 2022-2023

Part A	
Data of the Institution	
1.Name of the Institution	Beltola College
• Name of the Head of the institution	Dr. Ajit Borkotoky
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	9854006663
• Mobile No:	9854006663
• Registered e-mail	collegebeltola@gmail.com
• Alternate e-mail	iqac.bccell@gmail.com
• Address	Beltola College, Beltola College Road
• City/Town	Guwahati
• State/UT	Assam
• Pin Code	781028
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Co-education
• Location	Urban

• Financial Status	**UGC 2f and 12(B)**
• Name of the Affiliating University	**Gauhati University**
• Name of the IQAC Coordinator	**Rashmirekha Hazarika**
• Phone No.	**9706053498**
• Alternate phone No.	**9864179864**
• Mobile	**9706053498**
• IQAC e-mail address	**iqac.bccell@gmail.com**
• Alternate e-mail address	**collegebeltola@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	www.beltolacollege.org
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.beltolacollege.org/academic.php?r=8

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B+**	**2.56**	**2021**	**09/11/2021**	**08/11/2027**

6.Date of Establishment of IQAC	**15/04/2015**

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

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

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

9.No. of IQAC meetings held during the year	7	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

Conducting seminar on NEP-2020 on 19/09/2022

Conducting Inter- Institutional Prize Money Essay Competition on "Lifestyle and Health" in collaboration with Vigyan Alap (NGO) on 28/02/2022

Organized Blood Donation Camp for community benefit on 14/06/2023

Conducting Training Program on "How to maintain accounts in the institution and office management" on 27/06/2023

Organized an academic mitting for compatible academic environment in the College premises with Hon'ble Sri Narayan Konwar, IAS (RR-2010)Secretary to Government of Assam, Higher Education Department on 01/04/2023

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

Plan of Action	Achievements/Outcomes
At the very beginning of the academic session an orientation programme for the 1st semester students to increase the rate of attention in the class rooms r	Attendance and attention of students increased noticeably
Academic and Administrative Audit was planned	Audit done 18/07/2022
Feedback to be taken from students, alumni, teachers and employeer	Online/ offline to be taken , analysed and action taken to be done
Green Audit was planned	Audit done 12/03/2023
Energy Audit was planned	Audit done 02/04/2023

13.Whether the AQAR was placed before statutory body?	No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	23/02/2024

15.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 introduced by 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. 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. 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. The Beltola College is in collaboration with Enajori (NGO) has organised an Orientation programme for the students of Beltola area to aware them on Multidisciplinary Education System. Another NGO named Vigyan- Aalaap in collaboration with Beltola College has organised an awareness programme on "Health and Environmental issues" for the students of the neighbouring institutions. Moreover, an Inter- College essay competition on "Life style and Health" is also organised by the aforesaid institution. The prize money is also offered to the competitors who secured 1st, 2nd and 3rd position in - order to motivate and inspire the students.

16.Academic bank of credits (ABC):

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. And on the other hand, with the introduction of NEP the Acadmic Bank of credit is mandatory for every students.

17.Skill development:

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 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.

18.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.

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

The ICT Classes are done by the faculties of every Department. The enterpreunal programmes are organised by the Entrepreneurships Cell. The students are made equipped with the learning abilities through different activities like- Field studies, Seminars, Workshops, Talks and Project. Moreover, the Guest of the Month programme is organised for the students by inviting guests from different fields like Singers, Film Directors, Educationists, Psychologists, Entrepreneurs, Actors, etc.

20.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.Programme

1.1   **241**

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

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

2.Student

2.1   **649**

Number of students during the year

File Description	Documents
Data Template	View File

2.2   **764**

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

File Description	Documents
Data Template	View File

2.3   **149**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1   **20**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2   **20**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**241**

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

2.Student

2.1 Number of students during the year	**649**

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

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**764**

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

2.3 Number of outgoing/ final year students during the year	**149**

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

3.Academic

3.1 Number of full time teachers during the year	**20**

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

3.2 Number of Sanctioned posts during the year	**20**

File Description	Documents
Data Template	<u>View File</u>

4.Institution

4.1 Total number of Classrooms and Seminar halls	**18**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**30.43**
4.3 Total number of computers on campus for academic purposes	**43**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The college strictly adheres to the curriculum designed by its affiliating University. At the very beginning of the new academic session, the college prepares its own academic calendar which includes all curricular, co-curricular and extra-curricular activities. These strategies include timely preparation of the academic calendar, college time table, HOD Diary maintained by the Head of each Department, Daily class monitoring diary maintained by every Department, Preparation of Lesson Plans by every faculty, Induction Program for the newly admitted students, Periodical meetings of the various departments regarding conduction of Departmental activities, timely assessment and evaluation. Tutorial and Remedial classes are arranged according to the needs of the students and these classes help the students in better understanding of the subject matter and enrich their learning skills. The teachers make regular use of ICT tools to enhance students' learning experiences. The college has internet connectivity with Wi-Fi facility for both students and teachers.

Apart from the Central library which provides INFLIBNET, e-journals etc , every department has its own library with good number of books. The college NSS unit arranges several community development programmes where the student volunteers actively participates.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://beltolacollege.org/notice_board.php?r=30

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

Before the commencement of the new academic session, every year Beltola College prepares its own academic calendar which work in combination with the Academic Calendar of Gauhati University. This academic calendar informs all the students and teachers regarding the teaching schedule which are regarded as working days, various events which includes all the curricular, co-curricular and extra-curricular activities to be organised by the college, holidays under Gauhati University, dates of Internal Assessment Examination, Semester Examinations to be conducted by the University and Semester breaks etc. For each semester, the college conducts internal assessment examinations and the college stresses on timely evaluation of answer-scripts. Annually the college conducts two internal assessment examinations as per the guidelines laid down by the University.

For the smooth implementation of the Internal Assessments, the College appoints an Examination Committee which monitors every single aspect relating to the examination and guarantees the quality of the internal assessment.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://beltolacollege.org/notice_board.php?r=31

1.1.3 - Teachers of the Institution participate   C. Any 2 of the above

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

8

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

3

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

29

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

13

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

1.3 - Curriculum Enrichment

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

Beltola College strictly adheres to the curriculum prescribed by Gauhati University and in order to sensitize the students, the college integrates various cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability etc into the curriculum. Since HEIs aim at developing a strong society, hence Beltola College endeavours to inculcate Human Values and Professional Ethics in its curriculum. Apart from providing a conducive learning environment, the college thrives for imbibing core values and ethical behaviour in its daily interactions of students. The college makes every effort to timely act on genuine grievances and there is a Internal Complaints Committee (ICC) to provide justice in case of any issue arising from the students, teachers and other non-teaching staffs of the college.

The teachers of Beltola College believes in developing a close

association with the students and with their display of good conduct, motivational speech and polite behaviour, the teachers set worthy examples to the students. The college encourages its students to actively participate in community development programmes and teaches them to be sensitive to societal needs. For gender sensitization, the college seeks to create awareness among its students by organising various talk programs. The women cell of Beltola College arranged a week-long workshop on Self Defence for girls and the motto of this workshop was to develop their strength, confidence and leadership qualities.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<u>View File</u>

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

294

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

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

294

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

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

1.4.2 - Feedback process of the Institution may be classified as follows   **A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://beltolacollege.org/all_feedback_analysis.php

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1560

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

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

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

342

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

An admission committee is formed before the commencement of admission. The admission committee decided to the advertisement date in the local newspaper is decided. Accordingly the admission committee will prepare the admission form. The final merit list will be displayed on the notice board by abiding the rules of the government.

a) Strategies adopted to identify the slow learners :

Regular Class tests are organized by each department to identify the slow learnersandthe weaker students. The teachers can identify the slow learners from the Class discussions and departmental seminars.

b) Strategies adopted towards the slow learners:

Students, whose performances are not satisfactory in the class tests, are given chances to repeat their examinations to improve themselves. Special tutorial and remedial classes are held for the

slow learners. The college has introduced certificate coursesto make student efficient and confident in their approach and attitude.

c) Strategies adopted for advanced learners:

Selected meritorious students are given exposure by allowing them to attend various workshops, seminars and they are also encourage to participate in debate competition. Meritorious students are encouraged to prepare research papers, project reports based on proper research methodology.

File Description	Documents
Link for additional Information	https://beltolacollege.org/policy/Advanced%20Learner%20and%20Slow%20Learner.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
649	20

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The college 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 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.

- 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 College Career Guidance Cell is working actively to develop work ability skill of the students and organizes different career related programs.

- 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.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://beltolacollege.org/notice_board.php?r=34

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

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.

• 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.

- **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 wellequipped 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. 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.**

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://beltolacollege.org/notice_board.php?r=35

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

2.3.3.1 - Number of mentors

20

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

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

20

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	*View File*
Any additional information	*View File*
List of the faculty members authenticated by the Head of HEI	*View File*

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

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

Nil

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	*View File*

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

2.4.3.1 - Total experience of full-time teachers

409

File Description	Documents
Any additional information	*View File*
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	*View File*

2.5 - Evaluation Process and Reforms

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

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.

- 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.

- 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 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.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://beltolacollege.org/notice_board.php?r=36

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

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.

- **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.**

- **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 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 thefaculty members.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://beltolacollege.org/policy/Examination%20Related%20Grievance%20and%20Redressal.pdf

2.6 - Student Performance and Learning Outcomes

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

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.

- 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.

File Description	Documents
Upload any additional information	[View File]
Paste link for Additional information	https://beltolacollege.org/course_outcome.php
Upload COs for all courses (exemplars from Glossary)	[View File]

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

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.

- **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 interactionsession.**
- **Formative assessments are done by engaging the students in various activities like field trips, seminar presentations, home assignments and class tests.**

- **The teachers set the internal question papers in such a way that it can tests the attainment of Course Outcome.**

- **The teachers keep track of the marks secured by the students at both semester and internal assessment and adopt teaching measures accordingly.**

- **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.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://beltolacollege.org/course_outcome.php

2.6.3 - Pass percentage of Students during the year

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

149

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	**No File Uploaded**
Paste link for the annual report	https://beltolacollege.org/notice_board.php?r=37

2.7 - Student Satisfaction Survey

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

https://beltolacollege.org/notice_board.php?r=40

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

Nil

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

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

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

0

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

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

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

3

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

3.2 - Research Publications and Awards

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

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

0

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

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

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

2

File Description	Documents
Any additional information	[View File](#)
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.3 - Extension Activities

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

There are numerous extension activities had been done by Beltola College individually along with the support of other educational institutions and various organizations throughout this stipulated period I. e. from July 2022 to June 2023.

1. An awareness programme on the occasion of World Child Labour Day was constructed by Beltola College in association with West Guwahati College of Education. It was a door to door awareness programme made by both of these institutions along with the support of students to stop child labour. 2. Another awareness programme was conducted by Beltola College for popularising millets amongst the communities of the neighborhood area of the College itself. Leaflets were distributed in this connection. 3.

Moreover, students were brought to take participation in cultural events on the occasion of 75th Republic Day Celebration programme, held at Assam Legislative Assembly complex, Dispur. 4. Another extension activity had been done by the career guidance cell of Beltola College with the presence of a student group comprising of seven members in order to visit North -East Skill Development Institute for further the growth of the prospect of Skill amongst the students. 5. Participation of students in Youth 20 inception of G 20 meeting held at IIT Guwahati was another significant eventuality, remarkably done by the College.

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

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

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

1

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

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

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

2

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

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

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

2

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

3.4 - Collaboration

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

10

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

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

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

2

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The Institution has adequate infrastructure and physical facilities for teaching- learning viz., classrooms, laboratories, computing equipment etc. The College has eight Undergraduates Departmentswith Departmental Classroomsandhaving a laboratory inDepartment ofEducation. There is also aComputer laboratoryfor Students.Again, the Central College Library also have computer with internet Wi-Fi connections for Students and Faculty Members. The College Office also has computers for Official Works. Each Department has one Computer each for Departmental works. All eight Departments has good infrastructure for sitting arrangements, teaching- learning process etc. The College has eight Block namely as- A, B, C, D, E and F. Block A contains Principal Room, Office Room, Teachers' Common Room, IQAC Room, Department and Classroom of Economics & History, Conference Room/ Seminar Hall, Roof Garden. Block B contains Department and Classroom of Political Science, Assamese, English, Education & Philosophy; Central College Library, Departmental Library Room of Philosophy, Practical Room for Education Department. Block C as Seminar Hall. Block D covers Girls' Common Room, Department and Classroom of Hindi, Museum, two big rooms for class, Beltola College NSS & Students' Union Room, Computer Lab. Block E includes ICT Room and two classrooms. Block F contains College Canteen. The College has 35 Rooms which contains 15 Classrooms and 02 Seminar Rooms with CCTV facilities.

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

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

The College has adequatefacilities for cultural activities, sports and games. A good number of talented and interested students take participate in the Sports, Games and Cultural Program of Gauhati University's Sports, Games and Cultural Competition/ Week. The College Authority provides Sports/ Games and Cultural In-charges for the same. The college organizes College Week indoor Competition at College and outdoor games at the nearby field. Indoor games like- carom, chess, volleyball, tennis, short- put, hit- tub, kabaddi, paani- paar etc. took place/ held at College Campus. Outdoor games like- cricket, football, javelin throw, long jump, high jump, running race etc. held at the nearby field of College. Both boys and girls students are actively participate in the sports, games and cultural events. The College has cultural, sports and games equipments for smooth functioning of the programs. The College organizes Beltola College Annual Sports Week, Freshman Social Program, Alumni Meet, 'Sanggeet- Surya'Dr Bhupen Hazarika Birth & Death Anniversary, 'Bodofa'Upendra Nath Brahma Birth Anniversary, Various Competition time to time, Cultural & Educational Rally/ Tour etc. time to time. Each year the College organizes 'Yoga Day' with Trainer for Students, Faculty Members and Office Staff of College. A good number of participants are participating in the 'Yoga Day' event.

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

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

8

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

8

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

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

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

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

4.2 - Library as a Learning Resource

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

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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://beltolacollege.org/ssr_cat_det/84.pdf

4.2.2 - The institution has subscription for the A. Any 4 or more of the above **following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

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

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

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

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

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

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

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

4.3 - IT Infrastructure

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

The College has a good provision of internet and Wi-Fi system both. All computers, laptops, mobiles, tablets can link or take access of internet and Wi-Fi facility. The Students, Faculty Members and Office Staff of College can take internet and/ or Wi-Fi connection by password protected facility. The Jio-Fiber Wi-Fi and Catla Broadband Services also available in the Central Library of the College. Moreover other Blocks were also can access the internet facilities. Jio-Fiber and Catla Broadband Services gives the facilities of internet and Wi-Fi to the College. All Departments and Rooms can easily excess these facilities. The College has an ICT Room and two Seminar Rooms with Internet and Wi-Fi connections.

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

4.3.2 - Number of Computers

54

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

4.3.3 - Bandwidth of internet connection in the Institution   **A. ? 50MBPS**

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

4.4 - Maintenance of Campus Infrastructure

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

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

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

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.

There are established system and procedures in Beltola College for maintaining and utilizing physical, academic and support facilities- laboratory, library etc. The College has a Construction Committeefor construct or renovate of physical classrooms/ laboratory, buildings etc. The Committeeobserves/

supervises/ approves the needs physical facilities of College. There is a Library Committeefor smooth functioning of College Library. There is a Library Policy of the Institution. There is a Lab in Department of Education in Block B of College. There is a Computer Lab for Students in Block D of College. Again, the Central College Library also have computer with internet Wi-Fi connections for Students and Faculty Members. The College Office also has computers for Official Works. Each Department has one Computer for Departmental works. The College has 35 Rooms which contains 15 Classrooms and 02 Seminar Rooms with CCTV facilities. There is lack of sports complex in the Institution.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

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

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

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

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

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

D. 1 of the above

File Description	Documents
Link to institutional website	https://beltolacollege.org/nss.php?r=209
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

0

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

0

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

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

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

5.2.2.1 - Number of outgoing student progression to higher education

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

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

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

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

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

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

Administrative Responsibilities

The Student Union of Beltola College is a platform where students engage themselves in various matters regarding academic and administration 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 09members in the Union. Members of the Students' union actively support and offer leadership to the candidates during the admission process every year. They organize the freshmen social programme every year with high spirit and full enthusiasm.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 Celletc.

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 visit national/biodiversity parks and historical sites .Students also participate in various activities like group discussions, presentations,seminars

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

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution

participated during the year (organized by the institution/other institutions)

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

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

5.4 - Alumni Engagement

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

The 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 membersof the association have shown keen interest and active participation in various developmental activities of the college. These activities include organization of 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	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

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

Vision: To create Quality Human Resources through Higher Education to strengthen the spirit of building a prosperous and progressive Nation.

Beltola College is one of the premier co-educational provincialized colleges, under Gauhati University which has been serving the society since 1983. The Governing Body is formed as per the Assam College Employees (Provincialization) Act, 2005, and the Assam College Employees (Provincialization) Rule, 2010.

The governing body and the Principal execute all the plans and policies with the support of teaching and non-teaching staff. All the stakeholders work together to materialize the vision and mission of the institution.

The Secretary of the Governing Body conducts meetings on a regular basis.

Students also participate in various awareness Programmes on social and local issues, and seminars, talks, sports cultural events, counseling programmes. Programmes on various extension activities are also organized by NSS unit of the college. Teachers also act as mentors to students.

The Students' Union of the College plays a significant role in the student community. By signing MoUs and Linkages for collaboration with other institutions, the college has organized many exchange programs.

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

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

The College management always maintains the strategy of decentralization. The Governing Body is formed as per Assam College Employees (Provincialization) Act, 2005 and the Assam College Employees (Provincialization) Rule, 2010.

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.

Academic:

•Academic Committee:

•Examination Committee:

•Library Committee:.

•Research Activities Cell:

•Annual Magazine committee:

•Counselling cell:

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 repairmen work of existing building.

•The Admission Committee: This Committee is assigned with the duty of the complete procedure of the admission.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Being a provincialized College, all strategic plans are taken by the Department of Higher Education; Govt. of Assam. However, some internal strategies can be taken by the College. Various in-house bodies have been formed by the college authority as a participative management practice in consultation and discussion with IQAC. The college development advisory committee plays an important role in all round development of the Institution and the committee is assigned 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. 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.

The Academic Committee is assigned with the task of preparing the Annual Academic Calendar of the College. The 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.

The Admission Committee completes the entire admission process within a specific time. A common merit list of all applicants is prepared by the College for each programme, and admissions are given based on the list.

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

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

The principal is the head of the College administrative officials, followed by the Academic in charge and the HODs of the various departments.

Heads of the Departments are appointed by the principal on a rotation basis as per DHE circular.

The library Committee looks after the administration of the library with the library assistant and one supporting staff. The services of the employees are regulated as per the Provincialisation of College Employees Act, 2005, and the College Services Conduct Rule.

Promotional Procedure:

Promotion to the teaching staff is done as per the rules and guidelines of the Government under the Career Advancement Scheme (CAS).

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

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

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The College provides various facilities of the welfare of both teaching and non-teaching Staffs. The College has a well-equipped Common room for the teachers where teachers from various departments can meet to exchange their intellectual taught. The teachers' common room provides facilities like drinking water, separate toilet for male and female, well furnished-hygenic canteen, daily newspaper, magazine, journal etc. A dedicated reading room equipped with Wi-Fi enabled computers and printer facilities is available in the library to access e-resources.

Following are some of the welfare provisions –

•Various types of leaves to employees i.e. Maternity Leave, Child Care Leave, Medical Leave, Duty leaves for participation in academic courses/ examination works/ Govt. matters, etc.

- Emergency first aid facility.

- Group Insurance and Provident Fund Gratuity as per directive of Govt. of Assam.

- Teaching staff are entitled to the issuance of five books in their name at a time.

- Beltola College provides a healthy and clean work environment conducive to enhancing productivity at work. Facilities such as well-maintained administrative offices, department rooms, and conference rooms serve as important working spaces outside the classrooms.

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

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

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

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

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

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

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

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

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

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

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

Performance appraisal records are collected in a prescribed format by IQAC. Appraisal for the non-teaching staff:

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

File Description	Documents
Paste link for additional information	https://beltolacollege.org/ssr_cat_det/102.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The 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	Documents
Paste link for additional information	https://beltolacollege.org/ssr_cat_det/103.pdf
Upload any additional information	**No File Uploaded**

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

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

Nil

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

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

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. 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.

File Description	Documents
Paste link for additional information	https://beltolacollege.org/ssr_cat_det/105.pdf
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

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

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 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. 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 upliftmen of the faculty as well as office staff, ability and aptitude enhancement of students.

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

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

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. 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. 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.

File Description	Documents
Paste link for additional information	https://beltolacollege.org/
Upload any additional information	**No File Uploaded**

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

B. Any 3 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

- **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 whole college campus is under CCTV surveillance, including all the classrooms, the Library, and the control panel of which is in the Principal's chamber.**

- **Security Personnel: The College is under the watch of a Day and a Night Security Guard.**
- **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.**
- **Internal Complaints Committee: The College has a provision**

of Internal Complaints Committee, constituted as per UGC guidelines which deals with grievances related to sexual harassment.

- **There is 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.**

- **Counseling:regular counselling is done by the faculties as mentor.**
- **Common Room:There is a large Girls' Common Room in the College with alarge lavatory .An incineration machine has been installed along with a sanitary napkin vending machine there.**

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

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

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	**No File Uploaded**

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

Solid Waste:

Beltola College has a waste management mechanism for proper

disposal of solid, liquid and e-wastes.

Solid waste management:

Various garbage bins are kept at different places in the campus for collection of regular solid waste products. Dry leaves, twigs, paper cups, wood and metal waste are collected by the cleaners. The garbage collected on daily basis is picked up by Guwahati Municipal Corporation (GMC) workers for proper disposal and recycling.

Liquid waste management:

The college has proper drainage system for liquid waste management.

E-waste management:

E-wastes like non-working computers, monitors, printers, memory cards, mother boards, ink cartridges etc. re stored in a separate e-waste stock room and are repaired for further use.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus   A. Any 4 or all of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

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

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

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

A. Any 4 or all of the above

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

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

A. Any 4 or all of the above

reading software, mechanized equipment
5. Provision for enquiry and information :
Human assistance, reader, scribe, soft copies
of reading material, screen   reading

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

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

The college has been undertaking sincere efforts and initiatives to provide inclusive environment. Different activities are being conducted within the campus and in neighbouring community on a regular basis on tolerance, harmony in diversity etc. 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.

The college IQAC has conducted activities initiating tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities by celebrating or observing the following:

```
   1.  International Women's Day,
   2.  International Yoga Day,
   3.  World Environment Day,
   4.  World AIDS Day,
   5.  Republic Day,
   6.  Independence Day,
   7.  Gandhi Jayanti,
   8.  Teachers' Day.
   9.  National Education Day,
  10.  College Foundation Day,
  11.  Saraswati Puja,
```

12. Birth and Death Anniversary of:
13. Dr. Bhupen Hazarika,
14. Dr. Mamoni Roisom Goswami,
15. Kalaguru Bishnu Prasad Rabha,etc

Active involved of students are encouraged in social activities under extension community development programme. Exhibition of traditional attire on different Ethnic Groups during Cultural Rally are done to create an inclusive environment.

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

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

Beltola College performs special initiatives by organizing special activities to create awareness and sensitize the students and employees to the constitutional obligations, values, rights, duties and responsibilities of the citizens. These activities reinforce democratic values and create a strong mental framework among the students and teachers regarding their responsibilities, who unconditionally respect the Indian Constitution and perform the duties of citizens. Following are the programmes conducted by the college-

- National Voters Day: 25 January,
- Republic Day: 26 January,
- Independence Day: 15August, ,
- Constitution Day: 26 November,
- Gandhi Jayanti: 2 October
- College Election for Students' Union: 30 September,

The programmes inspire students and employees to –

- Respect the culture, traditions, religion of all,
- Encourage them to empower themselves with true and pure Indian values,
- Have awareness about their duties and responsibilities as good citizens for themselves, their families, their locality, their community, motherland,

- **Have awareness about their Constitutional Rights so that the powerful agencies must not Rights of any citizen.**

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

B. Any 3 of the above

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

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

Beltola College always tries to inculcate morality, motivation, values, patriotism and nationalism among the students by celebrating national and international commemorative days, events festivals and Birth and Death Anniversaries of great personalities.

National Commemorative Daysare as follows

- **Republic Day and Independence Day are regularly celebrated in the college. The National Flag is hoisted and National Anthem is sung. Speeches are made on the freedom struggle, sacrifices of the martyrs, national integrity.**
- **Gandhi Jayanti is celebrated to commemorate the Father of the Nation.**
- **Teachers' Day is celebrated to commemorate Dr Sarvepalli Radhakrishnan.**
- **National Unity Week is celebrated to commemorate Sardar Vallabhbhai Patel.**
- **National Voters Day to spread awareness about the necessity of casting our vote.**

- **National Education Day is celebrated to commemorate Maulana Abul Kalam Azad.**
- **Birth Anniversary of Bir Lachit Borphukan**
- **Birth or Death Anniversary of Dr. Bhupen Hazarika,**
- **Birth or Death Anniversary of Dr. Mamoni Roisom Goswami**
- **Kalaguru Bishnu Prasad Rabha Divas**

- **Foundation Day of the college to is celebrated to commemorate the founders of the college.**

International Commemorative Days

- **International Yoga day is celebrated every year in the campus.**
- **International Women's Day**
- **World Environment Day**
- **World Cancer Day**
- **World AIDS Day**

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

7.2 - Best Practices

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

- **Title of the Practice:**

Clean campus Green campus

- **Objective of the practice:**

- **To create awareness and disseminate knowledge about the environmental issue among all the stakeholders of the institution.**
- **To instill the importance of cleanliness for a healthy life.**

- **In the context thecollege planned to motivate allstudents includingpeople of the society regarding the environment implications.**
- **The practice:Environment related practices are done regularly.**
- **Evidence of Success:In this context the college has been taking initiative focuses on encouragement and inspiration to the students and nearby the area.**

Institutional Best Practice- 2

1. Title of the best practice:

National Service Scheme

2. Objectives: The main objectives of this best practice are

- **to reach and work for the community in which the NSS volunteers work.**
- **to create a good relationship with the community.**

3. The Context:

NSS volunteers of the Unit work in local areas, especially in the college neighbourhood and in adopted village through different programmes and activities.

4. The Practice:

The NSS Unit of Beltola College is following the aim of NSS to give an extension dimension to the higher education system .

5. Evidence of Success:

The evidence of success in the practice of NSS in the college is in the volunteers' changing outlook, attitude and point of views towards society, community and themselves.

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

7.3 - Institutional Distinctiveness

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

The vision of the college is to create quality human resource through higher education for strengthening the spirit of building a prosperous and progressive nation. The Mission of the college is to encourage the youth proper attitude, values and analytical power for building the best of the nation. The college maintains its distinctiveness by assuring the teachers' and office staff's wholehearted involvement in the method of teaching and learning and administration. At the modern world, education is combined with technology and the college is attempts to provide the necessary infrastructure and resources for the use of technology in teaching learning. The college adopts holistic approach in teaching. Co-curricular activities are provided to attain the academic excellence. Students of the college not only attend classroom teaching but also write assignments, participate in workshops, seminars, debate, quiz and project work. The college focuses on value based education among the students. The teaching faculty understands the need of communicating knowledge and so works on community by visiting adjoining schools to empower the future generation. To encourage wide range of teaching and learning the college undertakes academic bond between different institutions. Focusing on the physical and mental health the college has opened a yoga centre. The computer laboratory is open for students for courses of information and technology.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The college strictly adheres to the curriculum designed by its affiliating University. At the very beginning of the new academic session, the college prepares its own academic calendar which includes all curricular, co-curricular and extra-curricular activities. These strategies include timely preparation of the academic calendar, college time table, HOD Diary maintained by the Head of each Department, Daily class monitoring diary maintained by every Department, Preparation of Lesson Plans by every faculty, Induction Program for the newly admitted students, Periodical meetings of the various departments regarding conduct of Departmental activities, timely assessment and evaluation. Tutorial and Remedial classes are arranged according to the needs of the students and these classes help the students in better understanding of the subject matter and enrich their learning skills. The teachers make regular use of ICT tools to enhance students' learning experiences. The college has internet connectivity with Wi-Fi facility for both students and teachers. Apart from the Central library which provides INFLIBNET, e-journals etc , every department has its own library with good number of books. The college NSS unit arranges several community development programmes where the student volunteers actively participates.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://beltolacollege.org/notice_board.php?r=30

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

Before the commencement of the new academic session, every year Beltola College prepares its own academic calendar which work in combination with the Academic Calendar of Gauhati University. This academic calendar informs all the students and

teachers regarding the teaching schedule which are regarded as working days, various events which includes all the curricular, co-curricular and extra-curricular activities to be organised by the college, holidays under Gauhati University, dates of Internal Assessment Examination, Semester Examinations to be conducted by the University and Semester breaks etc. For each semester, the college conducts internal assessment examinations and the college stresses on timely evaluation of answer-scripts. Annually the college conducts two internal assessment examinations as per the guidelines laid down by the University.

For the smooth implementation of the Internal Assessments, the College appoints an Examination Committee which monitors every single aspect relating to the examination and guarantees the quality of the internal assessment.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	https://beltolacollege.org/notice_board.php?r=31

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	[View File](#)

1.2 - Academic Flexibility

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

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

8

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

3

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

29

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

13

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

1.3 - Curriculum Enrichment

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

Beltola College strictly adheres to the curriculum prescribed by Gauhati University and in order to sensitize the students, the college integrates various cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability etc into the curriculum. Since HEIs aim at developing a strong society, hence Beltola College endeavours to inculcate Human Values and Professional Ethics in its curriculum. Apart from providing a conducive learning environment, the college thrives for imbibing core values and ethical behaviour in its daily interactions of students. The college makes every effort to timely act on genuine grievances and there is a Internal Complaints Committee (ICC) to provide justice in case of any issue arising from the students, teachers and other non-teaching staffs of the college.

The teachers of Beltola College believes in developing a close association with the students and with their display of good conduct, motivational speech and polite behaviour, the teachers set worthy examples to the students. The college encourages its students to actively participate in community development programmes and teaches them to be sensitive to societal needs. For gender sensitization, the college seeks to create awareness among its students by organising various talk programs. The women cell of Beltola College arranged a week-long workshop on Self Defence for girls and the motto of this workshop was to develop their strength, confidence and leadership qualities.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

294

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

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

294

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

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

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	https://beltolacollege.org/all_feedback_analysis.php

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1560

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

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

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

342

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

An admission committee is formed before the commencement of admission. The admission committee decided to the advertisement date in the local newspaper is decided. Accordingly the admission committee will prepare the admission form. The final merit list will be displayed on the notice board by abiding the rules of the government.

a) Strategies adopted to identify the slow learners :

Regular Class tests are organized by each department to identify the slow learnersandthe weaker students. The teachers can identify the slow learners from the Class discussions and departmental seminars.

b) Strategies adopted towards the slow learners:

Students, whose performances are not satisfactory in the class tests, are given chances to repeat their examinations to improve themselves. Special tutorial and remedial classes are held for the slow learners. The college has introduced certificate coursesto make student efficient and confident in their approach and attitude.

c) Strategies adopted for advanced learners:

Selected meritorious students are given exposure by allowing them to attend various workshops, seminars and they are also encourage to participate in debate competition. Meritorious students are encouraged to prepare research papers, project reports based on proper research methodology.

File Description	Documents
Link for additional Information	https://beltolacollege.org/policy/Advanced%20Learner%20and%20Slow%20Learner.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
649	20

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The college 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 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.

- 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 College Career Guidance Cell is working actively to develop work ability skill of the students and organizes different career related programs.

- 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.

File Description	Documents
Upload any additional information	[View File]()
Link for additional information	[https://beltolacollege.org/notice_board.php?r=34]()

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

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.

• 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.

• 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 wellequipped 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. 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.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://beltolacollege.org/notice_board.php?r=35

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

2.3.3.1 - Number of mentors

20

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

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

20

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	[View File](#)
List of the faculty members authenticated by the Head of HEI	[View File](#)

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

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

Nil

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

409

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

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.

- **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.

- 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 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.

File Description	Documents
Any additional information	[View File]()
Link for additional information	[https://beltolacollege.org/notice_board.php?r=36]()

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

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.

- 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.

- 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 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 thefaculty members.

File Description	Documents
Any additional information	View File
Link for additional information	https://beltolacollege.org/policy/Examination%20Related%20Grievance%20and%20Redressal.pdf

2.6 - Student Performance and Learning Outcomes

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

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.

- 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.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://beltolacollege.org/course_outcome.php
Upload COs for all courses (exemplars from Glossary)	View File

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

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.

- 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 interactionsession.
- Formative assessments are done by engaging the students in various activities like field trips, seminar presentations, home assignments and class tests.

- The teachers set the internal question papers in such a way that it can tests the attainment of Course Outcome.

- The teachers keep track of the marks secured by the students at both semester and internal assessment and adopt teaching measures accordingly.

- 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.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://beltolacollege.org/course_outcome.php

2.6.3 - Pass percentage of Students during the year

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

149

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://beltolacollege.org/notice_board.php?r=37

2.7 - Student Satisfaction Survey

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

https://beltolacollege.org/notice_board.php?r=40

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

Nil

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

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

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

0

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

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

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

3

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

3.2 - Research Publications and Awards

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

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

0

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

3.2.2 - Number of books and chapters in edited volumes/books published and papers

published in national/ international conference proceedings per teacher during the year

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

2

File Description	Documents
Any additional information	<u>View File</u>
List books and chapters edited volumes/ books published (Data Template)	<u>View File</u>

3.3 - Extension Activities

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

There are numerous extension activities had been done by Beltola College individually along with the support of other educational institutions and various organizations throughout this stipulated period I. e. from July 2022 to June 2023.

1. An awareness programme on the occasion of World Child Labour Day was constructed by Beltola College in association with West Guwahati College of Education. It was a door to door awareness programme made by both of these institutions along with the support of students to stop child labour. 2. Another awareness programme was conducted by Beltola College for popularising millets amongst the communities of the neighborhood area of the College itself. Leaflets were distributed in this connection. 3. Moreover, students were brought to take participation in cultural events on the occasion of 75th Republic Day Celebration programme, held at Assam Legislative Assembly complex, Dispur. 4. Another extension activity had been done by the career guidance cell of Beltola College with the presence of a student group comprising of seven members in order to visit North -East Skill Development Institute for further the growth of the prospect of Skill amongst the students. 5. Participation of students in Youth 20 inception of G 20 meeting held at IIT Guwahati was another significant eventuality, remarkably done by the College.

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

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

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

`1`

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

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

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

`2`

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

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

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

2

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

3.4 - Collaboration

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

10

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

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

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

2

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The Institution has adequate infrastructure and physical facilities for teaching- learning viz., classrooms, laboratories, computing equipment etc. The College has eight Undergraduates Departmentswith Departmental Classroomsandhaving a laboratory inDepartment ofEducation. There is also aComputer laboratoryfor Students.Again, the Central College Library also have computer with internet Wi-Fi connections for Students and Faculty Members. The College Office also has computers for Official Works. Each Department has one Computer each for Departmental works. All eight Departments has good infrastructure for sitting arrangements, teaching- learning process etc. The College has eight Block namely as- A, B, C, D, E and F. Block A contains Principal Room, Office Room, Teachers' Common Room, IQAC Room, Department and Classroom of Economics & History, Conference Room/ Seminar Hall, Roof Garden. Block B contains Department and Classroom of Political Science, Assamese, English, Education & Philosophy; Central College Library, Departmental Library Room of Philosophy, Practical Room for Education Department. Block C as Seminar Hall. Block D covers Girls' Common Room, Department and Classroom of Hindi, Museum, two big rooms for class, Beltola College NSS & Students' Union Room, Computer Lab. Block E includes ICT Room and two classrooms. Block F contains College Canteen. The College has 35 Rooms which contains 15 Classrooms and 02 Seminar Rooms with CCTV facilities.

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

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

The College has adequatefacilities for cultural activities, sports and games. A good number of talented and interested students take participate in the Sports, Games and Cultural Program of Gauhati University's Sports, Games and Cultural Competition/ Week. The College Authority provides Sports/ Games and Cultural In-charges for the same. The college organizes College Week indoor Competition at College and outdoor games at the nearby field. Indoor games like- carom, chess, volleyball, tennis, short- put, hit- tub, kabaddi, paani- paar etc. took place/ held at College Campus. Outdoor games like- cricket, football, javelin throw, long jump, high jump, running race etc. held at the nearby field of College. Both boys and girls students are actively participate in the sports, games and cultural events. The College has cultural, sports and games equipments for smooth functioning of the programs. The College organizes Beltola College Annual Sports Week, Freshman Social Program, Alumni Meet, 'Sanggeet- Surya'Dr Bhupen Hazarika Birth & Death Anniversary, 'Bodofa'Upendra Nath Brahma Birth Anniversary, Various Competition time to time, Cultural & Educational Rally/ Tour etc. time to time. Each year the College organizes 'Yoga Day' with Trainer for Students, Faculty Members and Office Staff of College. A good number of participants are participating in the 'Yoga Day' event.

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

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

8

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

8

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

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

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

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

4.2 - Library as a Learning Resource

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

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.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	https://beltolacollege.org/ssr_cat_det/84.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above

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

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

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

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

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

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

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

4.3 - IT Infrastructure

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

The College has a good provision of internet and Wi-Fi system both. All computers, laptops, mobiles, tablets can link or take access of internet and Wi-Fi facility. The Students, Faculty Members and Office Staff of College can take internet and/ or Wi-Fi connection by password protected facility. The Jio-Fiber Wi-Fi and Catla Broadband Services also available in the Central Library of the College. Moreover other Blocks were also can access the internet facilities. Jio-Fiber and Catla Broadband Services gives the facilities of internet and Wi-Fi to the College. All Departments and Rooms can easily excess these facilities. The College has an ICT Room and two Seminar Rooms with Internet and Wi-Fi connections.

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

4.3.2 - Number of Computers

`54`

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

4.3.3 - Bandwidth of internet connection in the Institution	`A. ? 50MBPS`

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

4.4 - Maintenance of Campus Infrastructure

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

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

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

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.

There are established system and procedures in Beltola College for maintaining and utilizing physical, academic and support

facilities- laboratory, library etc. The College has a Construction Committeefor construct or renovate of physical classrooms/ laboratory, buildings etc. The Committeeobserves/ supervises/ approves the needs physical facilities of College. There is a Library Committeefor smooth functioning of College Library. There is a Library Policy of the Institution. There is a Lab in Department of Education in Block B of College. There is a Computer Lab for Students in Block D of College. Again, the Central College Library also have computer with internet Wi-Fi connections for Students and Faculty Members. The College Office also has computers for Official Works. Each Department has one Computer for Departmental works. The College has 35 Rooms which contains 15 Classrooms and 02 Seminar Rooms with CCTV facilities. There is lack of sports complex in the Institution.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

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

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

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

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**D. 1 of the above**

File Description	Documents
Link to institutional website	https://beltolacollege.org/nss.php?r=209
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

0

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

0

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**A. All of the above**

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

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

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

5.2.2.1 - Number of outgoing student progression to higher education

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

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

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

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

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

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

Administrative Responsibilities

The Student Union of Beltola College is a platform where students engage themselves in various matters regarding academic and administration 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 09members in the Union. Members of the Students' union actively support and offer leadership to the candidates during the admission process every year. They organize the freshmen social programme every year with high spirit and full enthusiasm.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 Celletc.

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 visit national/biodiversity parks and historical sites .Students also participate in various activities like group discussions, presentations,seminars

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

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

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

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

5.4 - Alumni Engagement

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

The 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 membersof the association have shown keen interest and active participation in various developmental activities of the college. These activities include organization of 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	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

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

Vision: To create Quality Human Resources through Higher Education to strengthen the spirit of building a prosperous and progressive Nation.

Beltola College is one of the premier co-educational provincialized colleges, under Gauhati University which has been serving the society since 1983. The Governing Body is formed as per the Assam College Employees (Provincialization) Act, 2005, and the Assam College Employees (Provincialization) Rule, 2010.

The governing body and the Principal execute all the plans and policies with the support of teaching and non-teaching staff. All the stakeholders work together to materialize the vision and mission of the institution.

The Secretary of the Governing Body conducts meetings on a regular basis.

Students also participate in various awareness Programmes on social and local issues, and seminars, talks, sports cultural events, counseling programmes. Programmes on various extension activities are also organized by NSS unit of the college. Teachers also act as mentors to students.

The Students' Union of the College plays a significant role in the student community. By signing MoUs and Linkages for collaboration with other institutions, the college has organized many exchange programs.

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

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

The College management always maintains the strategy of decentralization. The Governing Body is formed as per Assam College Employees (Provincialization) Act, 2005 and the Assam College Employees (Provincialization) Rule, 2010.

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.

Academic:

•Academic Committee:

•Examination Committee:

•Library Committee:.

•Research Activities Cell:

•Annual Magazine committee:

•Counselling cell:

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 repairmen work of existing building.

• The Admission Committee: This Committee is assigned with the duty of the complete procedure of the admission.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Being a provincialized College, all strategic plans are taken by the Department of Higher Education; Govt. of Assam. However, some internal strategies can be taken by the College. Various in-house bodies have been formed by the college authority as a participative management practice in consultation and discussion with IQAC. The college development advisory committee plays an important role in all round development of the Institution and the committee is assigned 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. 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.

The Academic Committee is assigned with the task of preparing the Annual Academic Calendar of the College. The 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.

The Admission Committee completes the entire admission process within a specific time. A common merit list of all applicants is prepared by the College for each programme, and admissions are given based on the list.

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

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

The principal is the head of the College administrative officials, followed by the Academic in charge and the HODs of the various departments.

Heads of the Departments are appointed by the principal on a rotation basis as per DHE circular.

The library Committee looks after the administration of the library with the library assistant and one supporting staff. The services of the employees are regulated as per the Provincialisation of College Employees Act, 2005, and the College Services Conduct Rule.

Promotional Procedure:

Promotion to the teaching staff is done as per the rules and guidelines of the Government under the Career Advancement Scheme (CAS).

The departmental Promotion Committee verifies and computes the API of the candidates. After approval of the External Screening committee, the proposal for promotion is sent to the Director

of Higher Education, Assam (DHE) for necessary action.

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

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	**Nil**
Upload any additional information	**No File Uploaded**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

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

6.3 - Faculty Empowerment Strategies

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

The College provides various facilities of the welfare of both teaching and non-teaching Staffs. The College has a well-equipped Common room for the teachers where teachers from various departments can meet to exchange their intellectual taught. The teachers' common room provides facilities like drinking water, separate toilet for male and female, well furnished-hygenic canteen, daily newspaper, magazine, journal etc. A dedicated reading room equipped with Wi-Fi enabled computers and printer facilities is available in the library to access e-resources.

Following are some of the welfare provisions –

•**Various types of leaves to employees i.e. Maternity Leave, Child Care Leave, Medical Leave, Duty leaves for participation in academic courses/ examination works/ Govt. matters, etc.**

•**Emergency first aid facility.**

•**Group Insurance and Provident Fund Gratuity as per directive of Govt. of Assam.**

•**Teaching staff are entitled to the issuance of five books in their name at a time.**

•**Beltola College provides a healthy and clean work environment conducive to enhancing productivity at work. Facilities such as well-maintained administrative offices, department rooms, and conference rooms serve as important working spaces outside the classrooms.**

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

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

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

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

6.3.3 - Number of professional development /administrative training programs organized

by the institution for teaching and non-teaching staff during the year

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

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

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

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

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

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

Performance appraisal records are collected in a prescribed format by IQAC. Appraisal for the non-teaching staff:

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

File Description	Documents
Paste link for additional information	https://beltolacollege.org/ssr_cat_det/102.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The 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	Documents
Paste link for additional information	https://beltolacollege.org/ssr_cat_det/103.pdf
Upload any additional information	No File Uploaded

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

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

Nil

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

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

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. 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.

File Description	Documents
Paste link for additional information	https://beltolacollege.org/ssr_cat_det/105.pdf
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

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

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 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. 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 upliftmen of the faculty as well as office staff, ability and aptitude enhancement of students.

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

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

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. 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. 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.

File Description	Documents
Paste link for additional information	https://beltolacollege.org/
Upload any additional information	No File Uploaded

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

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

- ○ 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 whole college campus is under CCTV surveillance, including all the classrooms, the Library, and the control panel of which is in the Principal's chamber.

- Security Personnel: The College is under the watch of a Day and a Night Security Guard.
- 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.
- Internal Complaints Committee: The College has a provision of Internal Complaints Committee, constituted as per UGC guidelines which deals with grievances related to sexual harassment.

- There is 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.

- Counseling:regular counselling is done by the faculties as mentor.
- Common Room:There is a large Girls' Common Room in the College with alarge lavatory .An incineration machine has been installed along with a sanitary napkin vending machine there.

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

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the	B. Any 3 of the above

Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

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

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

Solid Waste:

Beltola College has a waste management mechanism for proper disposal of solid, liquid and e-wastes.

Solid waste management:

Various garbage bins are kept at different places in the campus for collection of regular solid waste products. Dry leaves, twigs, paper cups, wood and metal waste are collected by the cleaners. The garbage collected on daily basis is picked up by Guwahati Municipal Corporation (GMC) workers for proper disposal and recycling.

Liquid waste management:

The college has proper drainage system for liquid waste management.

E-waste management:

E-wastes like non-working computers, monitors, printers, memory cards, mother boards, ink cartridges etc. re stored in a separate e-waste stock room and are repaired for further use.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**A. Any 4 or all of the above**

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

7.1.5 - Green campus initiatives include

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

File Description	Documents
Geo tagged photos / videos of the facilities	<u>View File</u>
Any other relevant documents	**No File Uploaded**

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

7.1.6.1 - The institutional environment and	**A. Any 4 or all of the above**

energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	<u>View File</u>
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading | **A. Any 4 or all of the above**

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

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

The college has been undertaking sincere efforts and initiatives to provide inclusive environment. Different activities are being conducted within the campus and in neighbouring community on a regular basis on tolerance, harmony in diversity etc. 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.

The college IQAC has conducted activities initiating tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities by celebrating or observing the following:

1. International Women's Day,
2. International Yoga Day,
3. World Environment Day,
4. World AIDS Day,
5. Republic Day,
6. Independence Day,
7. Gandhi Jayanti,
8. Teachers' Day.
9. National Education Day,
10. College Foundation Day,
11. Saraswati Puja,
12. Birth and Death Anniversary of:
13. Dr. Bhupen Hazarika,
14. Dr. Mamoni Roisom Goswami,
15. Kalaguru Bishnu Prasad Rabha,etc

Active involved of students are encouraged in social activities under extension community development programme. Exhibition of traditional attire on different Ethnic Groups during Cultural Rally are done to create an inclusive environment.

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

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

Beltola College performs special initiatives by organizing special activities to create awareness and sensitize the students and employees to the constitutional obligations, values, rights, duties and responsibilities of the citizens. These activities reinforce democratic values and create a strong mental framework among the students and teachers regarding their responsibilities, who unconditionally respect the Indian Constitution and perform the duties of citizens. Following are the programmes conducted by the college-

- **National Voters Day: 25 January,**
- **Republic Day: 26 January,**
- **Independence Day: 15August, ,**
- **Constitution Day: 26 November,**
- **Gandhi Jayanti: 2 October**
- **College Election for Students' Union: 30 September,**

The programmes inspire students and employees to –

- **Respect the culture, traditions, religion of all,**
- **Encourage them to empower themselves with true and pure Indian values,**
- **Have awareness about their duties and responsibilities as good citizens for themselves, their families, their locality, their community, motherland,**
- **Have awareness about their Constitutional Rights so that the powerful agencies must not Rights of any citizen.**

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

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

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

Beltola College always tries to inculcate morality, motivation, values, patriotism and nationalism among the students by celebrating national and international commemorative days, events festivals and Birth and Death Anniversaries of great personalities.

National Commemorative Daysare as follows

- **Republic Day and Independence Day are regularly**

celebrated in the college. The National Flag is hoisted and National Anthem is sung. Speeches are made on the freedom struggle, sacrifices of the martyrs, national integrity.

- Gandhi Jayanti is celebrated to commemorate the Father of the Nation.
- Teachers' Day is celebrated to commemorate Dr Sarvepalli Radhakrishnan.
- National Unity Week is celebrated to commemorate Sardar Vallabhbhai Patel.
- National Voters Day to spread awareness about the necessity of casting our vote.

- National Education Day is celebrated to commemorate Maulana Abul Kalam Azad.
- Birth Anniversary of Bir Lachit Borphukan
- Birth or Death Anniversary of Dr. Bhupen Hazarika,
- Birth or Death Anniversary of Dr. Mamoni Roisom Goswami
- Kalaguru Bishnu Prasad Rabha Divas

- Foundation Day of the college to is celebrated to commemorate the founders of the college.

International Commemorative Days

- International Yoga day is celebrated every year in the campus.
- International Women's Day
- World Environment Day
- World Cancer Day
- World AIDS Day

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

7.2 - Best Practices

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

- **Title of the Practice:**

Clean campus Green campus

- **Objective of the practice:**

- To create awareness and disseminate knowledge about the environmental issue among all the stakeholders of the institution.
- To instill the importance of cleanliness for a healthy life.

- In the context thecollege planned to motivate allstudents includingpeople of the society regarding the environment implications.
- The practice:Environment related practices are done regularly.
- Evidence of Success:In this context the college has been taking initiative focuses on encouragement and inspiration to the students and nearby the area.

Institutional Best Practice- 2

1. Title of the best practice:

National Service Scheme

2. Objectives: The main objectives of this best practice are

- to reach and work for the community in which the NSS volunteers work.
- to create a good relationship with the community.

3. The Context:

NSS volunteers of the Unit work in local areas, especially in the college neighbourhood and in adopted village through different programmes and activities.

4. The Practice:

The NSS Unit of Beltola College is following the aim of NSS to give an extension dimension to the higher education system .

5. Evidence of Success:

The evidence of success in the practice of NSS in the college is in the volunteers' changing outlook, attitude and point of views towards society, community and themselves.

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

7.3 - Institutional Distinctiveness

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

The vision of the college is to create quality human resource through higher education for strengthening the spirit of building a prosperous and progressive nation. The Mission of the college is to encourage the youth proper attitude, values and analytical power for building the best of the nation. The college maintains its distinctiveness by assuring the teachers' and office staff's wholehearted involvement in the method of teaching and learning and administration. At the modern world, education is combined with technology and the college is attempts to provide the necessary infrastructure and resources for the use of technology in teaching learning. The college adopts holistic approach in teaching. Co-curricular activities are provided to attain the academic excellence. Students of the college not only attend classroom teaching but also write assignments, participate in workshops, seminars, debate, quiz and project work. The college focuses on value based education among the students. The teaching faculty understands the need of communicating knowledge and so works on community by visiting adjoining schools to empower the future generation. To encourage wide range of teaching and learning the college undertakes academic bond between different institutions. Focusing on the physical and mental health the college has opened a yoga centre. The computer laboratory is open for students for courses of information and technology.

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

7.3.2 - Plan of action for the next academic year

Plan of action:

* Fully Library automation * Interdisciplinaryeducation *
Multipurpose Hall * More stress on blended mode * installation
of more Solar Panels