



YEARLY STATUS REPORT - 2023-2024

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, Bongaon, 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 **Himangshu Das**
- Phone No. **9678804528**
- Alternate phone No. **9678804528**
- Mobile **9678804528**
- 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))

https://www.beltolacollege.org/notice_board.php?r=47

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=10>

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
Red Ribbon Club	AIDS CONTROL & AWARENESS WORKS	Red Ribbon Club	30-11-2023	9000
Unnat Bharat Abhiyan	Field Work	Central Govt	30-11-2023	50000
National Seminar	Seminar Organised	NAAC	05-01-2024	30000
Indoor Stadium Building	Indoor Stadium Building	UGC	31-01-2024	588562

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 **09**

- 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)

1. Organized a NAAC sponsored daylong National Seminar on post NAAC accreditation scenario in higher education institution.

2. Application for opening of Science stream to The Director of Higher Education, Govt. of Assam of as per recommendation of NAAC

peer team .

3. Seminar on Industry Institute interaction on 12/08/2023

4. Inauguration of CINE club by IQAC on 24/04/2024

5. Organised a sanitization workshop on 18/05/2024

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
Formation of Institution's Innovative Council (ICC) that encourages innovative activities in the institution	It helps faculties, students and staff to encourage brainstorm for fresh ideas for better functioning and breaking the monotony
To take initiatives aimed at women empowerment	An awareness campaign organized for gender equality for fostering a developed nation and to build up a strong economic growth in the upcoming years
Apply for National Institutional Ranking Framework (NIRF) to push the rank of the institution to a higher position	NIRF ranking helps the students to understand the college's strength like its pool of experts in various fields, placement ratio etc.
Infrastructural facilities of the College to be developed.	The new classroom and ICT room has been constructed in the top floor of A block
Spreading awareness regarding maintaining the greenery of the college campus and sensitize students regarding garbage disposal	Coloured dustbins have been installed in the campus to make garbage disposals easy and efficient.

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

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<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Nil	Nil
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2023-2024	21/01/2025

15. Multidisciplinary / interdisciplinary

As mandated by the New Education Policy 2020, the College has taken necessary steps to introduce a multidisciplinary approach for fostering students' unique talent via an all-encompassing, multidisciplinary, or interdisciplinary education. Students from arts now have more flexibility in their choice of papers across different disciplines. Papers like Environmental Studies, Basic Commerce and Management, Public Opinion, and Survey Research, etc. can be opted by the students of Arts disciplines. These papers introduce new skills to the students in the field of ecology, conservation of the environment, business, and in their future research-related works. The institution created a monthly lecture series called "Guest of the Month" to give students a unique introduction to multidisciplinary issues. In this series, experts from many disciplines are invited to give students in-depth information on a variety of topics. In addition, seminars, conferences, and departmental discussions are held to broaden students' understanding of many subjects. The institution has undertaken the necessary initiative to upgrade the college to a multidisciplinary institution by applying to the Director of Higher Education, Govt. of Assam.

16. Academic bank of credits (ABC):

The students enrolled in the Four Year under Graduate Programme designed by the Gauhati University (FYUGP) under the mandate of NEP 2020 from the session 2023-2024 will have to compulsorily open their ABC. All the credits earned by the students would be deposited in their respective ABC at the end of an examination. In this regard, the College has planned necessary steps to be followed in the forthcoming academic session such as creating awareness amongst the students and organizing orientation workshops and sessions on ABC.

17. Skill development:

The College has already emphasized student skill development by introducing various skill enhancement courses duly approved by affiliated Gauhati University. The College has a provision of skill courses on Agricultural Marketing in North East India, Data collection and presentation, Political Institutions and its Practice in India, Cultural Heritage of North East India, Philosophical Counseling, Environmental Ethics, Asomiya Akhor Jotani, Folk Tradition and performing Art of Western Assam, Extension Activities, etc, Experts from the different fields are invited for delivering sessions and interactions with the

students that help the students with their public-relation skills etc.

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

The College has taken steps to use Indian Languages in its teaching learning process. So far, Assamese and Hindi have been taught as compulsory subjects in the college apart from English. To evaluate the efficiency of the students in these languages, the college organizes, literary competition, essay competition on the language issues and other activities where students can participate and get benefitted. Besides expert on Indian knowledge system are also invited to enhance the interest of the students on Indian Knowledge System.

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

Beltola College is an institute of higher education affiliated to Gauhati University. The affiliating university lays down the framework for curriculum designing along with credits, assessment system and other aspects that the College has to follow. The teachers in their respective classes innovate to make the classes more student-centric and try to engage the students in teaching-learning process even outside the classes in the form of peer education. A few department conducted ICT classes. The college organizes field trips, seminars, talks and workshops etc.for fostering the knowledge of the students. The College undertakes initiative to invite resource person from distinguished field like Educationist, Actor, Entrepreneur, Artist, Photographer, IKS expert, Geologist. Economists etc for the greater benefits of the students community as a whole.

20.Distance education/online education:

The College uses various online methods to enhance the teaching-learning process. The portal like NPTEL, MOOC are used for the online learning process. The teachers extensively use online platforms like WhatsApp groups to provide study materials and sustain constant connection with students beyond college hours. Moreover, teachers also use various online platforms for attending professional development courses like Refresher Course, FIP, FDP, short-term courses, seminars, and Government meetings, etc. The blend of online and offline has been incorporated into the teaching-learning process by the teacher for ease of access.

Extended Profile

1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	223
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	722
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	373
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	215
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	20

Number of Sanctioned posts during the year		
File Description	Documents	
Data Template	View File	
4.Institution		
4.1	19	
Total number of Classrooms and Seminar halls		
4.2	32.43	
Total expenditure excluding salary during the year (INR in lakhs)		
4.3	43	
Total number of computers on campus for academic purposes		
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		
<p>Beltola College affiliated with Gauhati University, offers an undergraduate arts program adhering to the university's curriculum. The college prepares an academic calendar at the start of each session, outlining curricular, co-curricular, and extracurricular activities. To effectively deliver the curriculum, the college employs strategies such as timely preparation of academic calendars, class schedules, lesson plans, class timetables, HOD diaries, daily class monitoring diaries, etc. The college also conducts induction programs, departmental meetings, and assessments.</p> <p>Feedback from stakeholders is considered for quality enhancement. Internal assessment question papers follow the university's semester examination pattern. Tutorial and remedial classes are arranged to support students' learning. Teachers utilize ICT tools, and the college provides internet connectivity with Wi-Fifacility, a Central library that provides INFLIBNET, and e-journal. The departmental libraries have a good number of reference books. Students are added to WhatsApp groups for additional resources. Mentoring facilities and departmental field</p>		

trips are also available.

The College's NSS unit actively involves its students volunteer in various community development programs, and the IQAC organizes "Guest of the Month" programs featuring expert speakers from diverse fields.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.beltolacollege.org/all_academic_program.php

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

Beltola College strictly adheres to the College Academic Calendar which is annually prepared at the beginning of the new academic session every year for the conduct of continuous internal evaluation. This Academic calendar works in combination with the Academic Calendar of Gauhati University. This academic calendar provides all the necessary information to all the students and teachers regarding the teaching schedule of the college for the specific academic session- the total number of working days, various events which include all the curricular, co-curricular, and extra-curricular activities to be organized by the college, holidays under Gauhati University, dates of Internal Assessment Examination (1st Sessional Examination, 2nd Sessional Examination), Semester Examinations to be conducted by the University (commencement of Odd Semester and Even Semester Examinations) and Semester breaks (Summer Vacation and Winter Vacation) etc. For each semester, the college conducts Internal Assessment examinations and the college stresses on timely evaluation of answer scripts and declaration of results. Annually the college conducts these internal assessment examinations as per the guidelines laid down by the University. The College appoints an Examination Committee which monitors the entire process of the conduction of the Examinations and guarantees the quality of the assessment process. Apart from the Internal Assessment examinations, the students' academic progress is monitored regularly by adopting the strategy of continuous evaluation process which includes conduction of regular class tests, MCQ tests, departmental seminar paper presentation, group discussion, project work, home assignments etc.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.beltolacollege.org/all_academic.php

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

B. Any 3 of the above

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

1.2 - Academic Flexibility

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

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

8

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

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

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

3

File Description	Documents
Any additional information	No File Uploaded
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

28

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

19

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

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

Adhering to the curriculum designed by its affiliating university, Beltola College aims to sensitize its students regarding various cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment, Sustainability, etc into the curriculum. Since every higher education institution aims at developing a strong sensible society, hence Beltola College on its part endeavours to inculcate Human Values and Professional Ethics in its curriculum. Apart from providing a conducive learning environment inside the college campus, the college thrives in inculcating core values, ethics, and a suitable code of conduct for its students. The college has an Internal Complaints Committee (ICC) to provide justice in case of any genuine grievances arising

from the students, teachers, and other non-teaching staff of the college. The teachers of Beltola College act as friends, philosophers and guides to their students, and with their display of good conduct, friendly gestures, and gentle behavior, the teachers play role models to the students and motivate them towards the path of knowledge, wisdom, and practicality. The college NSS unit works very strongly to encourage its students in their participation in various community development programs and teaches them to be sensitive to societal needs. For gender sensitization, the college aims to create awareness among its students by organizing various talk programs. This year the Women Cell of the college organized an awareness campaign on "Gender Equality" where a good number of teachers and students took active participation in the campaign.

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

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

269

File Description	Documents
Any additional information	No File Uploaded
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	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	No File Uploaded

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

125

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above
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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://www.beltolacollege.org/feedback_analysis.php?r=8

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

1680

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

373

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

The institution assess the learning levels of the students and organizes special programmes for advanced learners and slow learners---- a) Strategies adopted for the slow learners: 1. Remedial classes and regular Class tests are organized by each department to identify the slow learners and the weaker students. The teachers can identify the slow learners from the Class discussions and departmental seminars. 2. Academic and personal counselling is given to the slow learner. b) Strategies adopted for advanced learners: 1. Selected meritorious students are given exposure by allowing them to attend various workshops, seminars and they are also encourage to participate in debate competition. 2. 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
722	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 adopted a student-centric approach to enhance the learning experience, supplementing traditional teaching methods. Teachers engage in one-on-one interactions with students, inviting them to departmental meetings and providing guidance and encouragement. Departments like Hindi, History, Assamese, Education, Philosophy, and Environmental Studies employ participative learning techniques, including project-based learning and field surveys. This enables students to apply theoretical knowledge in practical settings. The Education Department's practical lab facilitates hands-on learning under teacher supervision. Students participate in various activities, such as creating wall magazines, publishing college magazines, organizing seminars, and completing assignments. The Career Guidance Cell conducts programs to develop workability skills. Teachers also utilize ICT tools, including LCD projectors and PowerPoint presentations, to create engaging lessons and make teaching-learning more effective. This multifaceted approach fosters a conducive learning environment. Field Trip/ Verification, Group Discussions plays vital and experimental role on the above said matters.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.beltolacollege.org/notice_board.php?r=42

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

The college uses a variety of modern techniques and strategies to improve the quality of learning; as an arts college, the teachers strive to find and create new methods and content to ensure that students always receive the best learning experiences; the institution is concerned about providing learning resources to enhance learning experiences; the college has about 54 computers, one digital notice board, classrooms and laboratories with six projectors, and three smart TVs with Wi-Fi enabled to allow teachers to stream web pages and videos directly; teachers not only use ICT skills, but also operate ICT to improve teaching in carrying out their roles; they also use LCD projectors, audio-visual facilities, and various ICT tools.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.beltolacollege.org/notice_board.php?r=42

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)	No File Uploaded
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	
21	
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.	
<p>The College evaluates students in internal examinations using an open and methodical procedure. The institution conducts internal assessments following Gauhati University's rules and regulations, which it rigorously abides by. Exams fall into two categories: Regular/Generic/Skill Enhancement course/Pass course examinations, which are overseen by the examination in charge, and Honors/Major Examinations, which are administered by the departments under the direction of the department heads. As a component of internal evaluations, home assignments are distributed to students by their departments well in advance. The teachers engage with each student individually, and the pupils are personally called to the departments.</p>	

File Description	Documents
Any additional information	View File
Link for additional information	https://beltolacollege.org/news.php?r=113

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

The College has a well-functioning system in place to handle complaints pertaining to internal exams. The College conducts internal exams in strict accordance with all Gauhati University rules and regulations, and it does the same for the assessment procedure. The principal appeals for appropriate examination of answer scripts and goes into great detail with all of the professors regarding the evaluation procedure as instructed by the university. Following the guidelines issued by the university at the start of the semester, the instructors advise the students of the weighting of internal and external marks and the different elements of the evaluation process. Students are informed well in advance of the internal exam schedules, which are created in accordance with university regulations.

File Description	Documents
Any additional information	View File
Link for additional information	https://beltolacollege.org/news.php?r=113

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 currently offers an undergraduate program in Arts, affiliated with Gauhati University. Following the university's guidelines, the Choice-Based Credit System (CBCS) curriculum was implemented in the undergraduate program starting from the first semester of the 2019-2020 academic session. However, from the 2023-2024 session, the college has introduced the FourYear Undergraduate Program (FYUGP) under the New Education Policy (NEP) curriculum.

The program outcomes and course outcomes for all programs offered by the college are explicitly stated and presented in each department and on the college website, ensuring transparency and accessibility for teachers and students. The college aims to

foster graduates who possess:

- Logical competence, disciplinary knowledge, and intellectual capacity - Effective teamwork, oral, and written communication skills - Social consciousness and accountability - Sound leadership skills, self-directed focus, and goal-oriented mindset - Civic accountability, intercultural competence, and ethical awareness - Honorable uprightness - Understanding of sustainable development issues - Psychological resilience, patience, and strong-mindedness - Organizational skills - Perseverance and motivation - Critical thinking and problem-solving abilities - Professionalism and a strong work ethic

In recent years, several departments have initiated self-designed certificate courses to aid students in selecting a promising career path. These departments have clearly outlined the program and course outcomes for these courses in their catalogs and displayed them on 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 presently offering U.G. programme in Arts under the affiliation of Gauhati university. It has a comprehensive system for attainment of programme outcome and it's objectives. such as- .Time to time evaluation is takes place when the curriculum is completed or during on going classes. .Different methods like quiz, questions-answers, class test, Assignment, presentation, field trips are adopted. .Teacher's try to give additional support to the needy students. . Programme outcome is also assessed on the basis of the number of graduate students who successfully admitted to Higher education program. .The feedback system of college is also provide valuable insights to the attainment of program outcome.It highlights all the pros and cons of the course.

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

168

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	No File Uploaded
Upload any additional information	View File
Paste link for the annual report	https://guportal.in/Results/ExamResultDeclare.aspx

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://www.beltolacollege.org/feedback_analysis.php?r=8

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)	No File Uploaded

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)	No File Uploaded
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

02

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

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

5

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

11

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

Beltola College organized several educational extension activities for the welfare of surrounding communities and student beneficiaries, in collaboration with other institutions and organizations, from July 2023 to June 2024.

Notable events include:

- A Run-Up event on 13-08-2023 with 12 student participants. - National Sports Day celebration on 29-08-2023 with 6 NSS cadres. -A State Level program of The 62nd Teachers' Day celebration on 5-9-2023 with 22 student participants. - A State Annual Convention was organized by the government of Assam on 26-09-2023 with 7 student participants. -The NSS Unit of Beltola College organized

the SHRAMDAAN Program on 1-2 October 2023 with 13 NSS cadres along with other facilities. - Youth Festival on 16-10-2023 with 8 student participants. - Dr. Bani Kanta Kakoti Medha Bota PradanAnussthan on 30-11-2023 with 37 student participants.

Other events included World Aids Day, Bikshit Bharat @ 2047: the Voice of Youth program, organized by GU, Entrepreneurship & Rural Development Conclave, 2024 organised by IIT GU on 1.02.2024, a good number of students participated, YUVA SAMVAD and a Workshop on Sensitization on ARTPS Act organized by Beltola College NSS Unit in collaboration with AITEC and CSD Society in Sewa Setu portal on 18,5,2024, 60 nos of students participated.

File Description	Documents
Paste link for additional information	https://www.beltolacollege.org/all_nss.php https://www.beltolacollege.org/all_activities.php?r=3
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

01

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

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

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

10

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

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

332

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

3.4 - Collaboration

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

6

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

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

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

6

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 Beltola College has adequate infrastructure and physical facilities for teaching- learning viz., classrooms, laboratories, computing equipment, etc. The college has eight undergraduate arts departments under Gauhati University with departmental classrooms for students and faculty members. Moreover, the Department of Education has a psychological laboratory. Again, the central college library also has computers with internet & Wi-Fi connections for students. The college office also has computers for official work. Each department has one computer for departmental work. All eight departments have good infrastructure for seating arrangements, teaching-learning processes, etc. The college has eight Blocks A, B, C, D, E, and F. Block A contains the Principal Room, Office Room, Teachers' Common Room, IQAC Room, Department and Classroom of two departments, Conference Room/ Seminar Hall, and Two Classroom. Block B contains the department, classroom, practical room, and the central college library. In Block C, there is a seminar hall. Block D covers the girls' common room, the Hindi department with a departmental classroom, a Museum, two classrooms, a computer Lab, etc. Block E includes an ICT room and two classrooms. Block F contains a canteen. The college has 35 Rooms out of which 17 classrooms and 02 seminar rooms with CCTV & power backup facilities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.beltolacollege.org/notice_board.php?r=42

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

The College has adequate facilities for cultural activities, sports, and games both indoors and outdoors. A good number of talented and interested students participate in the Sports, Games, and Cultural Program of Gauhati University's Sports, and Cultural Competitions. The college authority engages Games and Cultural In-charges for the same. The college organizes College Week indoor Competition at the College premises and outdoor games at the nearby field. Indoor games like- carom, chess, volleyball, arm wrestling, tennis- badminton, short-put throw, par- paani, kabaddi, music chair, etc. held. Outdoor games like- cricket, football, discuss throw, high jump, running race, rope pulling, etc. held. Both boys and girls students actively participate in sports, games, and cultural events. The College has cultural, sports, and games equipment for smooth functioning of the programs. The College organizes Beltola College Annual Sports Week, Freshman Social Program, Alumni Meet, etc. time to time. Yoga trainings are also held for students by the Yoga trainer. Each year the college organizes 'Yoga Day' with trainers for students, faculty members, and office staff of the college. A good number of participants participate in the 'Yoga Day' event.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.beltolacollege.org/show_images.php?r=34

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	View File
Paste link for additional information	https://www.beltolacollege.org/notice_board.php?r=42
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)

32.43

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

4.2 - Library as a Learning Resource

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

Beltola College Library has ILMS Soul 2.0 version automated from 2015 using parallelly along with manual method. The library has subscribed to the membership of the N-LIST program. The N-LIST provides access to 6,000+ e-journals and 30+ lakhs of e-books, SodhGanga, e-SodhSindhu, etc. The library is linked with NDLI (National Digital Library of India). 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 Beltola College Library has a well-organized library with a total collection of 10,281 books; out of which 3985 textbooks, 6194

reference books, 40 rare books, 49 bound volumes, 7 numbers of national and local dailies, 6 numbers of periodicals along with magazines. The Beltola College library has collections of 43 dictionaries and 56 encyclopedias. The stock comprises a good number of bilingual and different subject dictionaries. The library offers a 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, other required study materials, newspaper clipping, etc. 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 students with power backup facilities.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://nlist.inflibnet.ac.in/

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	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

1.98

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

40

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

4.3 - IT Infrastructure

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

The College is equipped with sufficient provision of Internet and Wi-Fi system. All computers, laptops, mobiles, and tablets can link or take access of the internet and Wi-Fi facility. The students, faculty members, and office staff of the college can access the internet through Wi-Fi connection by password-protected facility. The Jio-Fiber Wi-Fi and Catla Broadband Services are 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 give the facilities of internet and Wi-Fi to the college. All departments and rooms can easily avail of these facilities. The college has ICT rooms and two seminar rooms with internet and Wi-Fi connections. The institute frequently and regularly updates its IT facilities including Wi-Fi with the help of Service Providers i.e. Jio & Catla whenever necessary.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://beltolacollege.org/notice_board.php?p=r=42

4.3.2 - Number of Computers

55

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

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)**

32.43

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

Beltola College maintains a system and procedure for utilizing physical, academic, and support facilities- laboratory, library, etc. The college has a Construction Committee for the construction or renovation of classrooms, laboratory, buildings, etc. The Committee observes, supervises, and approves the needs physical facilities of the college. There is a Library Committee for the smooth functioning of the college library. There is a library policy of the Institution. There is a PurchasingComittee in the Institution to look, propose, and select the quotations of tenders for physical and academic support facilities needs. There is a Psychological Laboratory in the 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 has computers with internet Wi-Fi connections for students and faculty members. The college office also has computers for official work. Each Department has one computer for departmental work. The college has 35 rooms which contain 17 classrooms and 02 Seminar rooms with CCTV & power backup facilities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.beltolacollege.org/notice board/42.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**361**

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

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year****0**

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

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

A. All of the above

File Description	Documents
Link to institutional website	https://beltolacollege.org/notice_board.php?p=r=42
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

NIL

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

NIL

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

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
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

6

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

13

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

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

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

government examinations) during the year**Nil**

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.****NIL**

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 and Participation in Co-curricular and Extra-Curricular Activities:

The Beltola College Student Union is a vital platform for students to engage in academic and administrative matters. Elected through a transparent process, the Union consists of nine members who actively support new students during the admission process and organize the annual freshmen social program.

Students elect representatives to various posts, including President, Vice President, and Secretary for cultural, Debate, Games, and other activities. These elected representatives assume responsibility for organizing student activities.

Beyond the Student Union, students participate in various college committees, such as the Anti-Ragging Committee, and Students' Grievance Redressal Cell. This enables students to contribute to administrative responsibilities.

Beltola College students enthusiastically participate in co-curricular and extracurricular activities, showcasing their talents in sports, music, dance, and more. Students are encouraged to join initiatives like cleanliness drives, health check-up drives, and social awareness campaigns.

The college's NSS unit organizes various programs, including road safety rallies, Women's Day celebrations, and environmental awareness activities. Students also engage in field survey work, preparing project reports and participating in seminars and presentations.

Overall, Beltola College fosters a vibrant and inclusive environment, empowering students to develop their skills, talents, and leadership abilities.

File Description	Documents
Paste link for additional information	https://beltolacollege.org/student_zone/44.jpg
Upload any additional information	View File

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

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

40

File Description	Documents
Report of the event	View File
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)	View File

5.4 - Alumni Engagement

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

The college has a strong and supportive Alumni Association which has been in existence from many years. The Beltola College Alumni Association was registered on 05/06/2018 and since then the members of 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 program where they interacted with the students in the classroom and offered valuable pieces 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	https://beltolacollege.org/alumni_req.php
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, one of the leading co-educational provincialized college, affiliated with Gauhati University has been in community service since 1983. In accordance with the Assam College Employees (Provincialization) Act of 2005 and the Assam College Employees (Provincialization) Rule of 2010, The Governing Body was established. With the assistance of both teaching and non-teaching staff, the principal and the governing body carry out all plans and policies. To make the institution's vision and mission a reality, all the stakeholders work together. Regular meetings are held by the governing body's secretary. Along with lectures, discussions, sports, cultural events, and counseling programs, students also take part in a variety of awareness programs on social and local concerns. The college's NSS unit also organizes programs on a variety of extension initiatives. The College's Students' Union is an important part of the student community of the institution. The college has arranged certain exchange programs by establishing Memorandums of Understanding.

File Description	Documents
Paste link for additional information	https://www.beltolacollege.org/vision.php
Upload any additional information	View File

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

The decentralization strategy is consistently upheld by the college administration. According to the Assam College Employees (Provincialization) Act of 2005 and the Assam College Employees (Provincialization) Rule of 2010, the Governing Body was established.

The teaching staff, non-teaching personnel, and students make up

the internal committees. Throughout their tenure, the internal bodies have been permitted to plan and create policies to ensure that all activities run smoothly.

Academic:

- Academic Committee:
- Examination Committee:
- Library Committee:.
- Research Activities Cell:
- Annual Magazine committee:
- Counseling 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 gives 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	https://www.beltolacollege.org/cells.php
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Since the college is provincialized, the Department of Higher Education, Government of Assam, is in charge of all strategic planning. In consultation with IQAC, the college administration established several internal bodies. The college development advisory committee is tasked with creating plans and strategies for the college's growth and plays a significant role in the institution's overall development. The task of creating the yearly college budget has been given to the yearly Budget and Audit Approval Committee. In addition to advising management on all college buys, the purchasing committee is also responsible for overseeing the purchases to guarantee their quality and worth.

The Academic Committee is entrusted with the responsibility of formulating and finalizing the college's annual academic calendar. All of the activities associated with the College's internal and external assessments are organized by the Examination Committee. The Construction Committee has been responsible for carrying out the infrastructure development initiatives.

Within a stipulated time frame, the Admission Committee accomplishes the entire admissions procedure. For the existing program, the College creates a merit list of candidates as per DHE rules, and admission is granted to the deserving candidates on that basis.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.beltolacollege.org/master.php
Upload any additional information	View File

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

The head of the Institution is the principal, who is followed by the academic in charge and the department heads. According to a DHE circular, the principal appoints department heads on a rotating basis. Together with the library assistant and one support staff member, the library committee oversees the

management of the library. The College Services Conduct Rule and the Provincialization of College Employees Act, 2005, govern the employees' services.

Promotional Process:

Under the Career Advancement Scheme (CAS), promotions to teaching personnel are made following government regulations and guidelines.

The candidates' API is calculated and verified by the Principal and IQAC. The proposal for promotion is forwarded to the Director of Higher Education, Assam (DHE) for the required action following the External Screening committee's approval.

Promotions are given to non-teaching employees based on seniority and open positions.

File Description	Documents
Paste link for additional information	https://heis-rusa.assam.gov.in/college-details/eyJpdii6I1VaTlwvc3NYZ0tJSWl4QkJOaGN5SHZBPT0iLCJ2YWx1ZSI6I1NTbHBvTkx2NFp6N0toVklxRnNoeVBuTVpHVitaNFJRd2xWUSt0MGx4K1U9IiwibWFjIjoimTE2MDQ4ZmJjODJhNjA2OTBjZDQxZmI3MmExNzg5YjdlZGY3YjE3YzgwOWU4M2ExZTRlZmFjMmFiMmY0ZjhiOSJ9
Link to Organogram of the Institution webpage	https://beltolacollege.org/notice_board/46.pdf
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
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 a range of amenities and support services to promote the welfare and well-being of its faculty and non-teaching staff. The college has a well-equipped central teachers' common room where teachers from different departments can gather and share their knowledge. Drinking water, rest areas for faculties, daily newspapers, magazines, journals, and other amenities are all available in the teachers' common room. A clean and hygienic canteen is available on the college campus for refreshment. To access e-resources, the library has a dedicated reading area with computers. 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	https://www.beltolacollege.org/staff.php
Upload any additional information	View File

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

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

0

File Description	Documents
Upload any additional information	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

0

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

15

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

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

Appraisal for the teaching Staff: The Performance based on Appraisal Scheme (PBAS) proforma is used to teaching and non-teaching staff. Performance when necessary, the principal certifies the government-recommended appraisal formats for

promoting matters for each permanent faculty member.

According to UGC-CAS rules, the PBAS proforma describes each teacher's teaching, learning, and evaluation-related activities, research and academic contributions, administrative support, and involvement in extracurricular and co-curricular activities. The principal appoints the appraisal committee, which works with IQAC to review the proforma in accordance with UGC-CAS norms and make recommendations for promotion. IQAC collects performance appraisal records in a predetermined format.

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://directorateofhighereducation.assam.gov.in/
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 regularly conducts internal audits. For the annual internal financial audit, the Beltola College Governing Body appoints a Chartered Accountant, and the external audit is carried out by the Office of the Accountant General, Govt. of Assam. In respect of internal audit, till 2017-2018 it was conducted by Brij Goswami & Company, and from 2018-2019 onwards it was handed over to N.N. Das & Co., a reputed Chartered Accountant firm based in Guwahati. During the internal audit, verification of all the documents of payments, receipts, cash transactions, ledger books, cash books, bank passbooks, etc. is done in the presence of the Principal and the office assistant. The details of all the transactions of the entire financial year is consolidated and maintained at the account office. The audit result is placed before the Governing Body meeting. The external audit is conducted

separately and is not related in the internal audit. The heads such as - fees collection from students, grants and funds received from different Government sources and others for specific purposes, scholarship grants, etc. are verified and audited by the Auditor. Objections and suggestions are reviewed in the finance committee meeting for a desirable solution for the same.

File Description	Documents
Paste link for additional information	https://www.beltolacollege.org/notice board.php?r=43
Upload any additional information	View File

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

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

.59

File Description	Documents
Annual statements of accounts	View File
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 institution supplements its income through various revenue streams, including rental income from the college canteen, surplus funds from university examination center fees. The primary financial management systems in place include salary grants from the Government of Assam and initiatives promoting a cashless campus.

The college utilizes its internally generated funds to cover expenditures related to part-time and guest faculty teachers, as well as non-teaching staff salaries. The institution's resource generation and utilization are transparently reflected in its Annual College Budget.

The college's purchasing committee plays a vital role in maintaining effective financial management practices. Additionally, the institution optimizes resource utilization by providing internet facilities to office staff, faculty members, and students in the office and college library.

The Internal Quality Assurance Cell (IQAC) also leverages web space for the institutional portal, ensuring that essential data is uploaded and readily accessible for future purposes.

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

6.5 - Internal Quality Assurance System

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

A number of procedures for institutionalizing quality assurance methods and procedures have benefited greatly from the contributions of IQAC. In order to enhance the quality culture in administration, academic fields, workshops, the Guest of the Month program, sports and cultural programs, community social awareness initiatives, and other areas, it takes a variety of actions. The IQAC has organized and carried out several procedures to institutionalize quality assurance methods and procedures. A solid administrative background is necessary for a teaching-learning process that is focused on quality. Two teachers make up the audit committee that IQAC establishes for the internal academic and administrative audit to base on institutional parameters like infrastructure and facilities, curriculum delivery system, regulations, and academic atmosphere, the IQAC has implemented a feedback system for students. This system is essential to institutional advancement because it leads to self-realization and reform. Both online and offline feedback is received, and appropriate action is taken. Beltola College's online and offline feedback system provides a useful self-assessment process that is crucial for fostering and enhancing academic excellence as well as institutional development. ensure the institution runs smoothly.

Academic & Administrative Audit (AAA) conducted Annually.

File Description	Documents
Paste link for additional information	https://www.beltolacollege.org/view_core_committee.php?r=4 https://beltolacollege.org/aaa/AAA.pdf
Upload any additional information	View File

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

1. Quality improvement is an on-going process that involves developing and improving a variety of administrative tasks.

2. The aim of IQAC to enhance the institution's administrative and academic performance.

3. IQAC makes it easier to create an atmosphere that is focused on the student.

4. The establishment of a high-quality culture inside the college through regular staff meetings and development needs meetings.

5. In order to support them, IQAC invites faculty members to participate in a variety of professional development programs.

6. Preparing the Annual Quality Assurance Report (AQAR) by NAAC guidelines and requirements, which must be submitted to NAAC.

7. In order to fulfill their social responsibilities, faculty members are constantly encouraged to participate in a variety of extension initiatives by the IQAC.

8. The students' community benefits greatly from IQAC's distinctive "Guest of the Month" program, which invites some fresh personalities from various professions.

9. IQAC created a mentoring program that promotes communication between teachers and students.

File Description	Documents
Paste link for additional information	https://beltolacollege.org/aaa/AAA.pdf
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	https://beltolacollege.org/feedback_analysis.php?r=8
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)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

1.Safety and Security The institution prioritizes safety and security, particularly for girl students. Measures include:

- IQAC conducts Gender Sensitization Programme
- Two security guards for day and night watch, with additional security for special events
- Constant CCTV surveillance with 30 cameras monitoring classrooms, libraries, and gates
- Entry register and mandatory identity cards
- Flashlights and strong boundary walls -

Cell against Sexual Harassment and Internal Complaints Committee - Anti-Ragging Cell with displayed contact numbers - Security personnel at the main gate

2. Counseling The institution provides counseling services:

- Women's Cell and Counselling Cell address gender-related issues, generating sensitivity among staff and girl students - Sensitization programs and International Women's Day celebrations

3 Common Room Amenities include:

- Large Girls' Common Room with lavatory, incineration machine, and sanitary napkin vending machine - Suggestions box for girls to redress grievances - Large Teachers' Common Room with separate washrooms and lavatory facilities for male and female staff.

The institution's commitment to safety, security, and student well-being is evident in its policies and facilities.

File Description	Documents
Annual gender sensitization action plan	https://www.beltolacollege.org/all_activities.php?r=5
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	a. Safety and security b. Counseling c. Girls Common Rooms

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

The College has implemented an effective waste management mechanism for proper disposal of solid, liquid, and e-wastes. Awareness drives are conducted regularly to promote cleanliness and waste management within and outside the campus.

Solid Waste Management:

- Color-coded garbage bins are placed across the campus for collecting regular solid waste. - Each department has individual garbage bins. - Dry leaves, twigs, paper cups, wood, and metal waste are collected separately. - Garbage is collected daily and disposed of by Guwahati Municipal Corporation workers for recycling. - The college is plastic-free, with single-use plastics strictly prohibited.

Liquid Waste Management:

- Liquid waste of the college is disposed with appropriate drainage system connected from various washrooms, basins, toilets canteen etc..

E-Waste Management:

- Non-functional electronic items are stored in a separate room and repaired for reuse. - Reusable pen-drives and external hard drives reduce CD and DVD usage. - Used toners are refilled for printing purposes.

Sources of waste on campus include classrooms, laboratories, staff rooms, offices, libraries, canteens, toilets, and grounds. The college's waste management system ensures a clean and sustainable environment.

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

B. Any 3 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:

- 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	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

D. Any 1 of the above

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	No File Uploaded
Any other relevant information	View File

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	View File
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 is committed to providing an inclusive environment that promotes tolerance, harmony, and diversity. To achieve this,

regular activities are conducted on campus and in neighboring communities to foster unity and social cohesion.

The campus is a vibrant melting pot of diverse languages, communities, social classes, religions, and geographical areas. Students from various backgrounds come together to celebrate festivals, promoting social, religious, and cultural harmony.

The college's Internal Quality Assurance Cell (IQAC) plays a pivotal role in organizing events that promote tolerance and harmony. Some of the notable events include:

- International Women's Day - International Yoga Day - World Environment Day - World AIDS Day - Republic Day - Independence Day
- Teachers' Day - National Education Day - College Foundation Day
- Annual Cultural Programme

Students actively participate in social activities, exhibitions, and cultural programs, showcasing traditional attire and promoting national integrity, communal harmony, and cultural diversity. Speeches and processions are organized on special occasions to reinforce these values.

Through these initiatives, the college fosters an inclusive environment that celebrates diversity and promotes harmony among students, staff, and the local community. By doing so, the college creates a rich and vibrant campus life that prepares students to thrive in an increasingly diverse and interconnected world.

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	View File

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. During festivals, everyone greets and invites everyone and loves to share culture to maintain religious, social and communal harmony, equality, human dignity, social justice, human rights, and equity.

Following are the programmes conducted by the college- ? Republic Day: 26 January, ? Independence Day: 15 August, ? College Election for Students' Union: 30 September, The programmes inspire students and employees to - ? Understand the true and pure Indian values, tolerance, ethos and brotherhood, ? Esteem the Indian culture, traditions, religion of all, ? Achieve awareness about their duties and responsibilities as good citizens for their motherland, themselves, their families, their locality, their community, motherland, ? Aware about their Constitutional Rights so that the powerful agencies must not Rights of any citizen of India.

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

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

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	View File
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

The college aims at inculcating motivation, values, patriotism and nationalism in the students by celebrating national and international commemorative days, events festivals and Birth and Death Anniversaries of great Indian personalities. The celebrations and observance activities include Flag-Hoisting, Rallies and other as follows:

National Commemorative Days celebrated in the college: ? Republic Day ? Independence Day ? Teachers' Day commemorating the birthday of Dr. Sarvepalli Radhakrishnan. ? National Education Day to commemorate Maulana Abul Kalam Azad. ? Foundation Day of the college is observed every year. ? Saraswati Puja.

International Commemorative Days celebrated in the college ? International Yoga Day ? International Women's Day ? World Environment 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	View File
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.

Best practice -1

1. Title : Community Outreach

2. Objective :

Community outreach program of Beltola college engages students and faculty in addressing social issues. Through the NSS Unit , Community Development Cell, Red Ribbon Club and various Departments are initiated awareness programs , environmental programs and social responsibility efforts to promote collaboration between students and community.

3. Context :

Activities includes health and environmental awareness, moral and intellectual development, and social welfare programs to improve societal well-being.

4. Practice :

Health awareness

Environmental awareness

Moral and intellectual development

Social welfare

5. Evidence of success :

Various outreach initiatives have benefited both students and society.

Problems and resources required :

Balancing academics with extracurricular activities and managing limited financial resources remain challenges.

Best practice 2

1. Title : Cine Club initiative

2. Objective :

The college aims to provide students and community with a platform of cine club through screenings ,discussion, creative activities, story telling and cultural awareness to appreciate the art of cinema .

3. Context :

The cine club engaged to the students and film lover beyond entertainment and inspire to diverse cultures, ideas, discussion creativity for enrich their extracurricular landscape .

4. Practice :

* Monthly Film Screenings

* Discussion and Review session

* Encourage Creativity amongst the students

5. Evedance of success :

Various initiatives of cine club platform have benefited to the students and community .

6. Problems and Resources required :

Balancing of academic schedules, fixing time table and proper infrastructure remain challenges.

File Description	Documents
Best practices in the Institutional web site	View File
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

In order to provide holistic development and quality learning, Beltola College as a HEI leaves no stone unturned to provide best infrastructure facilities along with good quality teaching for students. Apart from that the college also involves its students in various community outreach programme under its NSS unit. The students are also engaged in various creative and intellectual activities viz. Departmental wall magazine preparation, Art

competition, Essay competition, Debate, Extempore Speech, Seminar, group discussion etc. Apart from that the students are also offered free yoga practice under expert yoga instructor. There is also a cine club where every Saturday the students are shown various classical and mythological movies and documentaries.

Beltola College has of late introduced a special programme entitled 'Guest of The month' for its students where experts from diverse fields are invited as resource person who interact with the students and offer them valuable career guidance and counseling. Apart from that the faculties maintain cordial relation with the students and they work with collective team effort towards fulfillment of students academic goal.

To sum up Beltola College tries hard to make learning a meaningful and effective exercise for its students and tries to make the students fit face the practicalities of the real world.

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

7.3.2 - Plan of action for the next academic year

Science Stream . Gymnasium . Language Lab . Seminar hall with project facility . Foundation of Cine Club .Eco Adventure Club .Establishment of research and development Cell for Students internship as per NEP, 2020 guideline. .Kitchen garden within the College Campus