



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	BIJNI COLLEGE
Name of the head of the Institution	DR. BIRAHASH GIRI BASUMATARY
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03668295025
Mobile no.	9435023057
Registered Email	iqac@bijnicollege.ac.in
Alternate Email	bijnicollege@gmail.com
Address	BIJNI TOWN, WARD NO. 4, P.O. - BIJNI, DIST - CHIRANG, (BTC) ASSAM, 783390
City/Town	BIJNI
State/UT	Assam
Pincode	783390

2. Institutional Status																									
Affiliated / Constituent			Affiliated																						
Type of Institution			Co-education																						
Location			Semi-urban																						
Financial Status			state																						
Name of the IQAC co-ordinator/Director			PROF. RANJIT KUMAR BARMAN																						
Phone no/Alternate Phone no.			03668295060																						
Mobile no.			9435120325																						
Registered Email			iqac@bijnicollege.ac.in																						
Alternate Email			iqacbijnicollege@gmail.com																						
3. Website Address																									
Web-link of the AQAR: (Previous Academic Year)			https://bijnicollege.ac.in/wp-content/uploads/2022/04/AQAR-downloaded.pdf																						
4. Whether Academic Calendar prepared during the year			Yes																						
if yes,whether it is uploaded in the institutional website: Weblink :			https://bijnicollege.ac.in/wp-content/uploads/2022/04/ACADEMIC-CALENDAR-2017-18.pdf																						
5. Accrediation Details																									
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>C++</td> <td>66.25</td> <td>2004</td> <td>16-Sep-2004</td> <td>15-Sep-2009</td> </tr> <tr> <td>2</td> <td>B+</td> <td>2.5</td> <td>2017</td> <td>02-May-2017</td> <td>01-May-2022</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	C++	66.25	2004	16-Sep-2004	15-Sep-2009	2	B+	2.5	2017	02-May-2017	01-May-2022
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1	C++	66.25	2004	16-Sep-2004	15-Sep-2009																				
2	B+	2.5	2017	02-May-2017	01-May-2022																				
6. Date of Establishment of IQAC			16-Oct-2004																						
7. Internal Quality Assurance System																									
<table border="1"> <thead> <tr> <th colspan="3">Quality initiatives by IQAC during the year for promoting quality culture</th> </tr> <tr> <th>Item /Title of the quality initiative by</th> <th>Date & Duration</th> <th>Number of participants/ beneficiaries</th> </tr> </thead> <tbody> <tr> <td colspan="3"> </td> </tr> </tbody> </table>						Quality initiatives by IQAC during the year for promoting quality culture			Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries														
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IQAC		
Cultural Rally on Golden Jubilee	21-Jul-2018 1	1250
Free Health Check-up	17-Aug-2018 1	76
Champion Women Football competition	22-Aug-2018 6	18
Training for skill formation and facilitation for start-ups (Computer Software)	17-Oct-2018 1	20
Health Education and social media	30-Nov-2018 1	84
Awareness programme on Skill Development and Self-Employment through Extension Activity Cell	21-Dec-2018 1	28
Obesity Awareness programme	09-Feb-2019 1	35
Camp for free distribution of Aids and Appliances for Divyangjan	07-Jun-2019 1	19
View File		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dr. Sewali Pathak	Study of Fish Pathogens using Foldscope on fresh water fishes in the water bodies of the Chirang district of Assam, India	DBT (Department of Biotechnology) Ministry of Science and Technology, Govt. of India.	2018 730	800000
Dr. Sewali Pathak	National Green Corps	Ministry of Environment, Forest and Climate (MoEFCC), Govt. of India	2019 365	5000
View File				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
12. Significant contributions made by IQAC during the current year(maximum five bullets)	
Initiation Skill enhancement training programme under career counselling and Employment Cell.	
Addition of Open Stage	
Celebration of the Golden Jubilee year.	
Addition of ICT based classes.	
Addition of New Zoology Laboratory.	
View File	
13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year	
Plan of Action	Achivements/Outcomes
Enhancing research and publication activities	Department of Assamese, Bengali and Women Awareness Cell published ISBN books.
Enhancing sports and Cultural activities	Cultural rally successfully organized.
To Continue and expedite experiential and participatory learning	The departments successfully organised, departmental seminar, wall magazine, workshops and project works.
Upgradation of ICT enabled classrooms.	Two classrooms have been added with Smart Board and other ICT tools.
Addition of new classroom.	Two new classrooms have been added.
Celebration of the Golden Jubilee year of the college	Successfully organised year long celebration of the Golden Jubilee

	through different activities.				
Introduction of New Laboratory for Zoology Department.	New Zoology Laboratory has been constructed with the help of local MLA.				
View File					
14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1"> <tr> <td>Name of Statutory Body</td><td>Meeting Date</td></tr> <tr> <td>Bijni College Governing Body</td><td>29-Mar-2022</td></tr> </table>		Name of Statutory Body	Meeting Date	Bijni College Governing Body	29-Mar-2022
Name of Statutory Body	Meeting Date				
Bijni College Governing Body	29-Mar-2022				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2019				
Date of Submission	25-Feb-2019				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>College Website: College Website of Bijni College initiates major part of the management information system. It has the information of various components like Departments, Faculty, Alumni, Cells and Committees. Various activity information and notices are distributed through website. Social media Page: Bijni College also has its own social media page Bijni College Facebook page through which various information, events, notices etc. is disseminated. Bulk SMS System: The Bulk SMS system of the College helps in importing various information and notices to the students and guardians. Online Portal Software: The College has Enterprise Resource Planning software which takes care of the online admission process, record of the student profile, online payment system etc. The submission of application, merit list and payment etc. is entirely maintained through this online software. Attendance system: The teaching and nonteaching staff attendance is maintained through biometric system.</p>				

The student's attendance is maintained manually by the teachers in the register copies. Office management: In Office information system staff details, appointment records, acquaintance Register, leave record register, financial transaction records etc. is maintained. Library: Bijni College Library is automated with SOUL 2.0 software. It also has OPAC facility. The student can search the availability of Book through OPAC system. The issue and return of the books are maintained by barcode system. The library has its own repository system which has empowered the library with the scan copies of question papers and college publications. The library also has complained and Xerox machine facility to avail and Xerox ebooks and ejournals under NLIST. Hostel: The records of the inmates of hostel and the records of infrastructure and activity is maintained by the warden of hostel and college office

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

College Website: College Website of Bijni College initiates major part of the management information system. It has the information of various components like Departments, Faculty, Alumni, Cells and Committees. Various activity information and notices are distributed through website. Social media Page: Bijni College also has its own social media page Bijni College Facebook page through which various information, events, notices etc. is deiminated. Bulk SMS System: The Bulk SMS system of the College helps in importing various information and notices to the students and guardians. Online Portal Software: The College has Enterprise Resource Planning software which takes of the online admission process, record of the student profile, online payment system etc. The submission of application, merit list and payment etc. is entirely maintained through this online software. Attendance system: The teaching and non-teaching staff attendance is maintained through biometric system. The student's attendance is maintained manually by the teachers in the register copies. Office management: In Office information system staff details, appointment records, acquaintance Register, leave record register, financial transaction records etc. is maintained. Library: Bijni College Library is automated with SOUL 2.0 software. It also has OPAC facility. The student can search the availability of Book through OPAC system. The issue and return of the books are maintained by barcode system. The library has its own repository system which has empowered the library with the scan copies of question papers and college publications. The library also has complained and Xerox machine facility to avail and Xerox e-books and e-journals under NLIST. Hostel: The records of the inmates of hostel and the records of infrastructure and activity

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1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Training for Computer Software	Training for skill formation and facilitation for startups	17/10/2018	90	Entrepreneurship	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	Nil	Nil

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	20	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Nil	Nil	Nil
No file uploaded.		

1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nil	Nil	Nil
No file uploaded.		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

Bijni College strongly subscribes to the values of feedback in sustaining a robust institutional system. Thus, it has developed a structured feedback system for students, teachers, employees, alumni, parents' guardians. The students are made aware about different feedback setups such as Anti-Ragging Cell, Anti-Sexual Harassment Cell, Career Guidance and Employment Cell etc. complaint boxes and online mode of lodging complaints are installed by the administration through various cells and committees. The feedback about academic methods is also being collected by the Feedback Cell and respective departments. These feedbacks are very significant in presenting a realistic picture of the institutional delivery of services to its different stakeholders. The data thus collected are provided to concerned authorities to analyze and assess the service delivery. The Feedback help in finding the lacunae and designing remedial measures and also to find out the scope for improvements.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	BA (Major)	271	537	240
BA	BA (General)	500	1207	494
BSc	BSc (MAJOR)	75	187	54
BSc	BSc (GENERAL)	100	277	72
MA	MA in ASSAMESE	30	54	30
View File				

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	2012	30	39	3	5

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
45	24	10	5	5	3
View File of ICT Tools and resources					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Bijni college has a mentoring system to provide support and useful guidance to the students for their career advancement and personality development. All the newly admitted students are divided into a member of groups and its teacher is then allotted a group of mentees to be mentor by him. Most often students themselves come forward to seek guidance regarding their career options. The mentor also organizes time to time some mentoring session where in the mentor provide the group of students present some useful information and guidance regarding the options available to them in matter of Job and Higher Education. This kind of sessions are turn out to be very fruitful exercises as they normally help in bridging the distance between the teachers and students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2042	39	1:52

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
41	39	2	1	Nil

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Nil	Nil	Nil
2019	Nil	Nil	Nil
No file uploaded.			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
View File				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The internal evaluation process revolves around the entries in the Academic Calendar of the institution that follows the calendar of the affiliating university. Thus, there is no scope to improve upon the same. But at the institutional level, different departments take initiative in bringing in variations through assignments, class exams., seminars, discussions etc. Sometimes, field-surveys or practical are conducted for continuous evaluation in specific cases. For the slow and advanced learners, we conduct different evaluation methods and process at different times through specific assignments. The Continuous Internal evaluation system is in place to monitor the whole academic process of the students. For this evaluation system all departments of college go through the Sessional examination, Quizzing, Mock test, Seminar,

Assignments, Peer Reading, Group Discussion, Workshop, Field Study, Talk etc. The entire evaluation process prepares the students for conducive absorption of their academic needs and encourages the students for their critical thinking and creativity. Departments are conducting extra tutorial and remedial classes for the benefits of both the slow learners and advance learners. Every department has its own wall magazine as well as college magazine for the students to exhibit their creative and critical articulation in an organized manner. It also helps in the evaluation of their development of academic and non-academic personalities. Internal evaluation is also carried out in the form of personal and group counselling or interaction with the students.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The College at present conducts the UG classes as per the syllabus of Gauhati University. The PG classes follow the syllabus of Gauhati University. The Academic Calendar of GU is being followed for all Academic and co-curricular Activities. The college through its Academic Cell prepares an Academic Calendar for its specific needs keeping the University Calendar as the Guide. It's strictly adhering to the Calendar in its dispensation of activities. Sometimes the Academic Departments make fine tuning of College Academic Calendar for their typical needs and conveniences. The classes, examination, seminar, workshop, fieldwork etc. are conducted as per the allotments in the Calendar. It also guides in the matter of conducting college students' union election and annual college week. Thus, the Academic Calendar is the central referral index in the management of college activity around the Academic Session.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://bijnicollege.ac.in/wp-content/uploads/2022/04/2.6.1-Programme-Outcome-Programme-Specific-Outcomes-and-Course-Outcomes..docx>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BA (Major)	BA	Assamese, Bengali, Bodo, Economics, Education, English, History, Philosophy, Political Science	152	133	87.5%
BA (General)	BA	Assamese, Bengali, Bodo, Economics, Education, English, History, Philosophy,	168	67	39.88%

		Political Science, Elective Assamese, Elective Bengali, Elective Bodo			
BSc (Major)	BSc	Botany, Chemistry, Mathematics, Physics, Zoology	28	22	78.57%
BSc (General)	BSc	Botany, Chemistry, Mathematics, Physics, Zoology	24	14	58.33%
View File					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

No Data Entered/Not Applicable !!!

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	730	Department of Biotechnology (DBT) ministry of science and technology	691494	359094
Minor Projects	365	Ministry of Environment, forest and Climate (MoEFCC) of India	5000	5000
Interdisciplinary Projects	0	Nil	0	0
Industry sponsored Projects	0	Nil	0	0
Projects sponsored by the University	0	Nil	0	0
Students Research Projects (Other	0	Nil	0	0

than compulsory by the University)				
International Projects	0	Nil	0	0
Any Other (Specify)	0	Nil	0	0
Total	1095	Nil	696494	364094
No file uploaded.				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Nil	Nil	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nil	Nil
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Vermicompost	Organic manure	20/06/2019
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Nil	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Political Science	2	5.5
National	Botany	1	Nil
International	Mathematics	7	Nil
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication

English	4
Assamese	2
Bengali	2
History	1
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	Nil	2018	0	Nil	Nil
Nil	Nil	Nil	2019	0	Nil	Nil
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	2018	Nil	Nil	Nil
Nil	Nil	Nil	2019	Nil	Nil	Nil
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nil	26	Nil	Nil
Presented papers	Nil	2	Nil	Nil
Resource persons	Nil	Nil	Nil	Nil
No file uploaded.				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Wall painting at college premises on ill effects of drug	Bijni College NSS Unit	1	16
Swachchata Hi Sewa	Bijni College NSS unit	1	16
Awareness programme on skill development and	Extension Activity Cell, Bijni college IQAC	4	28

self-employment	in collaboration with NEEF, NGO, Bongaigoan		
District Youth Parliament, Bijni College	Bijni College NSS Unit	1	16
Voter awareness programme	Bijni College NSS Unit	1	16
Anti-Tobacco pledge at Bijni College	Bijni College NSS Unit	1	16
No file uploaded.			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Voter Awareness Programme	Certificate of Appreciation Trophy	District Election Office	16
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Free Distribution of Aids and appliances for Divyangyan	NSS with CSR initiative of IOCL, Bongaigaon	Free Distribution of Aids and appliances for Divyangyan	2	10
Free health check-up programme	Health Service Cell, IQAC with SD, Bijni	Free health check-up programme	2	76
Obesity awareness programme	Health Service Cell, IQAC with SD, Bijni	Obesity awareness programme	2	35
No file uploaded.				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Nil	Nil	Nil	0
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/	Duration From	Duration To	Participant
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		industry /research lab with contact details			
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Bijni College with KELTRON, Government of India	16/10/2018	Training for Solar system technician	13
Bijni College with KELTRON, Government of India	16/10/2018	Training for beauty and wellness	12
Bijni College with KELTRON, Government of India	16/10/2018	Training for computer software	70
Bijni College with KELTRON, Government of India	17/10/2018	Training for computer software	20
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
5622158.76	5622158.76

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Newly Added
Seminar Halls	Existing
Classrooms with Wi-Fi OR LAN	Newly Added
Seminar halls with ICT facilities	Existing
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL 2.0	Fully	2.0	2017
DSPACE	Fully	4.2	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	12239	1407962	37	10311	12276	1418273
Reference Books	18864	3590741	80	12522	18944	3603263
e-Books	3135000	5900	Nil	Nil	3135000	5900
Journals	16	15650	Nil	Nil	16	15650
e-Journals	6000	5900	Nil	Nil	6000	5900
CD & Video	49	Nil	Nil	Nil	49	Nil
Library Automation	1	Nil	Nil	Nil	1	Nil
View File						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	62	4	4	2	0	1	14	50	0
Added	3	0	0	0	0	0	0	50	0
Total	65	4	4	2	0	1	14	100	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on	Expenditure incurred on	Assigned budget on	Expenditure incurred on
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academic facilities	maintenance of academic facilities	physical facilities	maintenance of physical facilities
5546599.16	5546599.16	1163571	1163571

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Purchase maintenance and utilization of physical, academic and support facilities like laboratory, library, sports, computers, classrooms etc. are most done through various committees and cells under the supervision of the principal. Most such important committees are approved by the Governing Body.

The major purchases are carried out through the purchase committee and construction works are supervised by construction committee. The requirements related to the maintenance and utilization of such facilities are conveyed to the principal through the departmental HODs, Student Union Body, Various Cells and committees etc. Thereafter, follow up action are taken on priority basis to meet the requirements. Minor requirements related the infrastructure and support facilities are carried out directly and promptly by the direct initiative of the principal in consultation with the departments. The maintenance of laboratories is done by the departments with their available faculties and laboratory assistants in the supervision of the HODs. They maintain stock and requirements related to new purchase and repairs are put forward to the principal to be met up through the concerned committees wherever necessary. The maintenance of library is directly taken care off by the library staff led by the librarian under the supervision of Library Advisory Committee.

The decision making related to the new policies in regard to upgradation, maintenance and utilization of the library is actively supervised by the Library Advisory Committee. However, in the entire process the suggestions and requirements are collected from the departments, academic cell and student union body. The departments library is purely maintained by the concerned departments under the leadership of the HOD. Sports related infrastructure and facilities and their maintenance is supervised by sports cell in collaboration with the sports instructor and secretary for Sports of the Bijni College Students Union Body. The sports instructor conveys the requirements to the principal in consultation with the sports cell which is fulfilled by the principal through the concerned committee. To maintain the computer ratio and utility and ICT infrastructure there is a cell called ICT maintenance cell. This cell regularly monitors the ICT tools and its upgradation and maintenance in consultation with the principal, maintenance of the classrooms is mostly initiated by the principal as per the recommendations of the departments, ICT Maintenance Cell and Academic Cell. Utilization of the classroom facilities ranges from regular classes to the distance mode courses under KKHSOU and IDOL to the competitive exams held on Sun days as well. The construction of new classrooms and new blocks are supervised by the construction committee. Hostel Management Committee looks after the maintenance and utilization of Hostels. The inputs regarding the requirements of hostel are gathered through the hostel warden to be fulfilled thereby by the committee. The College Canteen management committee actively supervises the proper maintenance and utilization of the canteen. The committee monitor the quality of service by the designated private party.

<https://bijnicollege.ac.in/wp-content/uploads/2022/04/Maintenance-of-Campus-Infrastructure.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
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Financial Support from institution	Nil	0	0
Financial Support from Other Sources			
a) National	National Scholarship	355	Nil
b) International	Nil	Nil	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Nil	Nil	Nil	Nil
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Nil	Nil	Nil	Nil	Nil
2019	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	1	BSc	Chemistry	Panchanan Barma University	MSc

2019	3	BA	Economics	Bodoland University	MA
2019	1	BA	Economics	Assam University	MA
2019	2	BA	Education	Bodoland University	MA
2019	1	BA	Education	Indira Gandhi National University	MA
2019	3	BA	Philosophy	Assam University	MA
2019	2	BA	Philosophy	Kumar Bhaskar Varma Sanskrit and Ancient Studies University	MA
2019	1	BA	Philosophy	Bongaigaon Law College	LLB
2019	4	BA	Bodo	Gauhati University	MA
2019	2	BA	Bodo	Cotton university	MA
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year
(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	1
SET	Nill
SLET	Nill
GATE	Nill
GMAT	Nill
CAT	Nill
GRE	Nill
TOFEL	Nill
Civil Services	Nill
Any Other	Nill
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Nil	Nil	Nill
No file uploaded.		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Nil	National	Nill	Nill	Nil	Nil
2019	Nil	Internat ional	Nill	Nill	Nil	Nil
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student Council or Student Union is an integral part of the college in both academic and administrative aspects of a college. Bijni College has the mechanism of democratically forming the college union body through fair election. It is done through notification by the principal himself as the election commissioner by appointing a returning officer from the faculty along with the supporting officials. The portfolios include President, Vice-President, General Secretary, Assistant General Secretary, Secretary for Outdoor Games, Secretary for Indoor Games, Secretary of Literary Activates, Secretary for Cultural Activities, Secretary for Fine Arts, Secretary for Debate and Symposium, Secretary for Social Service, Secretary for Boys Common Room, Secretary for Girls Common Room and Class Representatives all classes. The body works under the guidance of faculty members as teacher in-charge in each portfolio. The Union Body organizes Annual College Week where various cultural, literally and sports competitions are held. The body selects students with extraordinary capabilities in various fields from these competitions and makes arrangement for their grooming. These trained students are sent to various inter-institutional competitions for representation of the college. The general secretary has overall responsibility for undertaking such activity and Co-Ordinating with the respective secretary of the field. The general secretary organizes College Freshmen Day for welcoming freshers in the college. The Cultural Secretary takes the responsibility of organizing cultural activities in programmes like college freshmen day, college week, national festivals etc. The sports secretary in consultation with the teacher in-charge selects outstanding player for participation in the inter college competitions. Similarly debate and literary secretary also perform their related responsibility. The Union body plays a very major role in maintaining discipline in the campus. It is in constant touch with the Principal for any act of indiscipline or similar issue. Though there is a systematic grievance redressal mechanism yet if the union body gets any complain or grievance, they bring this in the notice of the Principal. Moreover, the Principal also involves the union body when any such situation arises. They also involve themselves in the activities of various cells like Anti-Ragging Cell, Anti-Sexual Harassment Cell, Eco Club, Career Counselling Employment Cell, Extension Activities Cell, Women Awareness Cell, Grievance Redressal Cell etc. For Campus maintenance they keep vigilance regularly. The body is very much active to restrict acts like ragging, outsider disturbance in college programmes etc.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The Governing Body of the institution is the central authority. The principal is both administrative and academic head of the institution. He decentralizes the power of execution and policy making for both administrative and academic field to different cells and committees formed within and outside the IQAC that creates the atmosphere of democratic participation in the management of the institution. Administrative Decentralization: In the management of the institution, the entire college fraternity involves in various responsibilities. The authority forms various committees within IQAC and outside IQAC for smooth functioning of the college administration. The power of policy making and execution are given to the convenor and members of the different cells and committees. The institution has the following cells/committees: Outside IQAC: Construction Committee, Purchasing Committee, Admission Committee, Students' Election Committee, Eco Club, College Environment and Climate change, Swachh Campus Initiative Cell. Within IQAC: Research Cell, Publication Cell, Academic Cell, Career Counselling and Employment Cell, Alumni Association, Parent -Teacher Association, Sports and Extra Curricular Activity Cell, Cultural Cell, Extension Activity Cell, Women Awareness Cell, Health Services Cell, Grievance Redressal Cell, Anti-Sexual Harassment Cell, Anti-Ragging Cell, Feedback Cell, ICT Maintenance Cell, Swachh Campus Initiative Cell, Mentoring Cell Academic Decentralization: The head of the institution also decentralizes its power in the management of academic activity. He appoints the academic head from among the senior most faculties and given responsibility to supervise the academic activities of different departments. The authority also appoints the head of different departments for supervising and execution of academic policies within their respective departments. The faculties of the departments are also empowered to take departmental decisions under the leadership of departmental head. The Authority also delegates its power to the members of Bijni College Academic Council to take decision and execution of the same in the matter of academic activities of the institution. The cell is also empowered to be the advisory body to the authority in the matter of academic planning of the institution. In the college administration as an advisory body of the institution, IQAC also plays the significant role in putting quality suggestions in the college administration. IQAC also look after sustenance and quality enhancement activities.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	The institution forms an admission

committee for admitting the new students into undergraduate course in different department and in General and Regular Courses through organising a meeting of teaching and non-teaching staff. The Admission Committee frames the admission policy to admit the new students in the undergraduate course A blended principle of Entrance Exam and Merit System is followed in selecting the students for admitting in different departments. The college follows the reservation policy of the state government for admitting ST, SC, OBC and Differently abled students.

Industry Interaction / Collaboration

Nil

Human Resource Management

The human resource of the college is managed by the principal in consultation with the GB and IQAC. Teachers are incorporated in different cells and committees to impart various administrative and academic duties. The students Union body is also consulted and incorporated in various student welfare activities. The college also organizes faculty development programmes for regular upgradation of human resources.

Library, ICT and Physical Infrastructure / Instrumentation

Library: the college has both departmental libraries and a central library. The Central library is empowered with required software for automation besides having 11,836 textbooks, 18164 referred books, 35,000 e-books, 21 e-journals, 10 newspapers and 6 journals and 5 magazines. ICT: The institution has the ICT facilities like smart boards, projectors, laptops, internet facilities, multimedia projector, sound system, video conferencing facilities, software facilities, PCs, recording and editing studio as media centre, webcam, E-Resources like, E-books through NLIST, E-journals through NLIST and digital database through Bijni College website. Physical Infrastructure: The College has 5 Administrative rooms, 54 Teaching Staff, 10 Non-Teaching Staff, 36 Classrooms, 2 toilets for Boys, 2 toilets for Girls, 3 toilets for Teaching staff, 3 ICT classrooms, 1 Auditorium Hall, 1 Conference Hall, 1 Girls Hostel, 1 Boys Hostel, 1 Canteen, 14 Departmental staff room, 1 Girls Common Room, 1 Boys Common Room, 1 Gymnasium, 4 Computer Labs, 6 Since

Laboratories, 1 Playground besides having sufficient number of Sports and Cultural equipment and instrument.

Research and Development

Research Cell of IQAC mainly initiates and promotes research activities in the college. Research oriented programmes like seminars, workshops, training programmes and project works are conducted regularly. Teachers are also provided financial incentives and leaves as encouragement for research-oriented activities. Departmental seminars and compulsory participation of the honours students is a prominent initiative of the college. Regular publication books and journals containing research-based articles by the teachers and students are also one such initiative in research and development. Educational tours and field studies followed by the preparation of field study reports by the students are also regularly conducted.

Examination and Evaluation

The external examinations are conducted as per the guidelines of the affiliating university. As a part of internal assessment, sessional examinations are conducted by the departments for Major/Honours courses, and the Central Internal Examination Committee of the institution conducts the internal examinations for General/Regular courses. External evaluation of examinations is done by the Institutional Examination Zone allotted by the university with the help of appointed evaluators, scrutinizers, and head examiners. Internal assessment of the students is calculated based on the concerned student's performances in the sessional examination, participation in the departmental seminar, workshop, home assignments, field studies and other academic activities.

Teaching and Learning

In teaching learning the teachers mostly shift between lecture method and incorporation of ICT tools well delivering classes. Lesson plans and experiential and participatory methods like peer learning, team works, compulsory participation in departmental seminars, preparation of assignments etc. are regularly initiated. Internal assessments are conducted through sessional

	examination, departmental seminars, group discussions, quiz competitions filed studies and class attendance mainly for the honours classes. Slow and advance learners are recognized and group before arranging remedial classes and assistance. Students feedback on teacher's performance is collected to incorporate quality and utility teaching learning experience
Curriculum Development	The institution being affiliated to Gauhati University enjoys a very little liberty to effect any change to the prescribed curriculum. But the elected faculty of the institution to the University Academic Council actively participates in the discussion on the issue of undergraduate curriculum.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Administration	Notices are circulated on the website of the college, bulk SMS are sent to students, mails are sent to both students and faculties. social media like WhatsApp Group and Facebook Page are used for circulating information.
Finance and Accounts	Accounts section has been upgraded with software that helps in digitisation. The institution has Enterprise Recourse Planning Software (ERPS) for maintaining General and Principal Accounts of the institution.
Student Admission and Support	The institution has implemented Online Admission of the students into the Undergraduate Course. The departments conduct Online Admission Test as a part of admission process. Online Admission is taken. Online attendee of the students has been introduced. Admission fee is collected from the students through online payment. Online Help desk is facilitated for raising issues of the students.
Examination	Online form fill-up and e-payment is done for the examinations.
Planning and Development	Online Feedback System plays the vital role in planning and development of the institution.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/	Name of the	Amount of support
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		workshop attended for which financial support provided	professional body for which membership fee is provided	
2019	Manab Pratim Das	National Seminar on The Relationship of Environment and Individuals in Thomas Hardy's	Bodoland University	1000
2019	Swapna Saha	CBCS Curriculum: A New Dimension of Higher Education	Birjhora Mahavidyalaya	1000
2019	Sabita Ray	Workshop on How to Face NAAC Inspection	Kokrajhar Government College	1000
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nil	Nil	Nil	Nil	Nil	Nil	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Bengali Poetry (Refresher Course)	1	01/08/2018	21/08/2018	21
Environmental Studies	3	29/01/2019	19/02/2019	22
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	12	3	8

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
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Free Health Check-up, Recreation, Women friendly workplace (CCTV), Drinking facility, Sanitization materials.	Free Health Check-up, Recreation, Women friendly workplace (CCTV), Drinking facility, Sanitization materials.	Scholarship, Distribution of ramp, wheelchair, tricycle, e-cycles another electronic gadget wheelchair for differently abled person, Distribution of Aids and appliances for differently abled person, Sanitization materials for all.
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6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The institution conducts external financial audit annually by Local Audit, Govt. of Assam. Auditor cross verify the fee collected with the approved list of the students. Other incomes are also cross verified with the receipts issued to the students. The amount received from the funding agencies are also cross verified. The auditor also examined the expenditure vouchers with the supporting documents. The auditor also examined the Bank Accounts. If any discrepancy is noticed by the auditors both in the income and expenditure, then reverification is done and sorted out with the help of dealing assistant and the authority. All the financial transitions are very sincerely audited based on the financial statement and issue an Audit Report to the institution.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
ACTA, Bijni College Unit and Alumni Association Bijni College	1126800	Permanent Open Stage and College Gate
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	No	Nil
Administrative	Yes	Local Audit, Government of Assam	No	Nil

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Nil

6.5.3 – Development programmes for support staff (at least three)

a. Training for library staff for library automation, b. Training for office staff for online financial transaction and record keeping, c. Training on handling ICT tools in the classroom.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

a. Attended Refresher, Orientation and FDP programmes by more faculties, b. Many of the faculties registered and many of them completed PhD, c. Extended free informal consultancy services.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Cultural Rally on the occasion of Golden Jubilee Celebration	21/07/2018	21/07/2018	21/07/2018	1250
2018	Free Health Check-up programme	17/08/2018	17/08/2018	17/08/2018	76
2018	An Awareness Programme on Grievance Redressal	18/08/2018	18/08/2018	18/08/2018	128
2018	Training for Skill formation and facilitation for start-ups	17/10/2018	17/10/2018	17/10/2018	20
2018	Awareness Programme on health education and social media	30/11/2018	30/11/2018	30/11/2018	84
2018	Awareness Programme on Skill Development and Self Employment	21/12/2018	21/12/2018	21/12/2018	28
2019	Obesity Awareness Programme	09/02/2019	09/02/2019	09/02/2019	35

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Bijni College Women Football team participated State Level Football Competition organised by Silbari Anjali Club, Borobazar Bijni	25/08/2018	27/08/2018	18	Nil
Drama on Human Trafficking and Care for Girl Child title "ARDHAKASH" by NSS Bijni College Unit	08/03/2019	08/03/2019	7	5

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Nil

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nil
Provision for lift	No	Nil
Ramp/Rails	Yes	Nil
Braille Software/facilities	No	Nil
Rest Rooms	No	Nil
Scribes for examination	No	Nil
Special skill development for differently abled students	No	Nil
Any other similar facility	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to	Number of initiatives	Date	Duration	Name of initiative	Issues addressed	Number of participating
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	address locational advantages and disadvantages	taken to engage with and contribute to local community					students and staff
2018	1	1	19/07/2018	1	Awareness Programme organized by NSS, Bijni College	Wall painting on 'Depicting ill effects of drug Tobacco consumption'	9
2018	1	1	13/08/2018	1	Swachhta Pakhwada programme organized by NSS, Bijni College, Bijni	Swachhta Pakhwada programme : Campus cleaning	21
2018	1	1	07/10/2018	7	Special Camping by NSS, Bijni College, Bijni.	Special camping held at Dangaigaon, adopted village of NSS on various programme like, cleanliness programme, plantation, socio-economic survey etc.	26

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Handbook of Professional Ethics for the Stakeholders	11/04/2018	The Handbook contains detailed elaborations of professional conduct and guidelines for different stakeholders and bodies. The contents of the same are as follows : i. The Code of Professional Conduct and Ethical Guidelines for College

Stake-Holders. ii. Code of Professional Conduct and Ethics for the Principal. iii. Code of Professional Conduct and Functioning Guidelines for Internal Quality Assurance Cell. iv. Code of Professional Conduct and Ethics for the Faculty. v. Guidelines for Head of Departments. vi. Code of Professional Conduct and Ethics for the Librarian. vii. Code of Professional Conduct and Ethics for Non-Teaching Staff. viii. Guideline for Students <https://bijnicollege.ac.in/wp-content/uploads/2022/04/7.1.5-Human-Values-and-Professional-Ethics.pdf>

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Teachers Day Celebrated	05/09/2018	05/09/2018	500
World Ozone Day	16/09/2018	16/09/2018	15
World Environment Day	05/06/2019	05/06/2019	110
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

a. Plastic free campus, b. Every year tree plantation in and around college campus is encouraged, c. Minimum use of paper for official works and online services are used in all possible requirements, d. NSS organizes Swachhta Hi Seva programme to clean up the college campus collect the garbage. Also, garbage is dumped, e. Divyangjan friendly campus.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice I Title - Intensive Interactive Learning (IIL) Objective - The objective of Best Practice is to take the students beyond the conventional text book and lecture method of learning the purpose of this learning method is to provide exposure of the student to the experience of a highly diversified learning with diversified methods and materials as well as a heterogeneous approach to inculcate the practice of absorbing thoughts and ideas into a unified and a robust frame. By continuing with this practice, the college aims not to produce mere degree holders but the learners those will be ready to face the challenges ahead and explore new horizons. This type of learning also makes the students highly eligible for employment in the contemporary scenario. For the purpose the academic cell of the college proposes to organise students' seminar mandatorily for at least all the honours students. It was thus designed that all the academic departments will conduct at least one students' seminar

along with a workshop on the "Research Methodology" and in other pedagogic aspects. The departments initially selected from among their faculty a pool of resource persons conversant with these practices accordingly the college academic calendar also allotted time frame for these seminars. The honours students were also given introductory classes and counselling about this practice. The initial challenges before them were the reluctance on the part of the students to adopt this method and availability of few faculties' adept in this practice. Then the college through the academic cell initiated systematic and sustained training and counselling for the faculty and students respectively. There was a preparation for arranging a training on PowerPoint presentation, use of digital library resources and conducting open surveys. This practise of Intensive Interacting Learning was not followed among the neighbouring institutions of higher education institutions. The college had introduced this enriching programme for the benefit of both the students in a direct manner and faculty in an indirect way. The college was lacking in appropriate technological aids and appliances as well as the digital empowerment on the part of the students. The basic needs like projectors, smart classes, availability of digital platforms were not available. The academic cell proposed to the college authority for availing these requirements at the earliest. Moreover, to dedicate adequate time for this endeavour within the semester curriculum and academic calendar was a challenge. But the enthusiasm and dedication on the part of college administration, faculty and few students made this endeavour most attractive among all. The students were advised and counselled through the technical workshops on research methodology they were also encouraged to explore the digitalised college library as well as handling of technical aids. Further they were trend to prepare PowerPoint presentations and delivered from the podium. The departments also encouraged the students to publish wall magazines and exploding critical or analytical knowledge on their academic subjects. In most of the times the departments also invited faculties and students from other departments to interact with each other. The most difficult part in undertaking this endeavour was to cope with the class routine and academic calendar. But in cooperation with the departments, it was decided to allot particular time and space for each department in a scheduled manner to overcome the problem. Another significant difficulty was the arrangement of finance both for procuring technical aids and conducting workshops and seminars. The academic cell proposed the principal to arrange the funding and he his turn presented it before the Governing Body. The Governing Body found it an encouraging step for the sake of the students and advised the principal to allot the fund with its availability. The departments at their end initiated a collection from among the faculties and their students, those who desired to be a part of this effort. In this manner gradually few equipment's and smart classrooms were arranged by the authority and programmes were conducted by the pooled resources managed by the teachers and students. Gradually more and more students evinced interest in this effort. Even few students under the leadership of their faculty got skilled in open surveys. During this academic year almost all 14 (fourteen) departments arranged the departmental seminars. Most of them even published wall magazines with credit. 3 (three) departments undertook open surveys to collect data for presenting paper in the seminar. The departments also conducted workshops on research methodology, open survey, data analysis and critical writing. This practice empowered the students in particular to develop their intellectual prowess in diverse subjects that can help them in competitive examinations. The benefit of this endeavour can be witnessed in the enthusiasm of the students and faculty related to subject discussions and interactions both within and beyond the classrooms. There was also visible a healthy competition among different departments in this regard. The vibrant classrooms, crowding in the library and several editions of wall magazines are testimony to the success of this endeavour. The average result also reflects the success of this practice. Even 2 (two) students who attended

inter college seminar under Gauhati University at Abhayapuri College secured the 1st Position in the contest. It speaks volumes about the success of this practice.

Best Practice II Title - Induction Programme

The context: Most often the newly admitted students are not aware of the various facilities that exist in the college campus for them to avail. Although the information regarding the existence of facilities like the college canteen, the NSS, the college sports ground, the college gym, the separate common rooms for the girls and the boys, the library and the book bank facilities for the poor students, the dos and don'ts in the campus, the availability of the various scholarships through the college are clearly stated in the college prospectus, the college authority makes sure that the freshers are well aware of them all. Moreover, the semester system of examination also requires that the students pursuing the courses under it know how and when they are going to be assessed and examined. Besides these since the college seeks to provide its students ample opportunities to develop their leadership skills, cultural, musical and sports talents through the various extra-curricular activities organised in the campus the new entrants need to be given beforehand an idea of the yearly calendar of such activities.

The objectives:

1. To provide information to the new students regarding the facilities available for them in the campus.
2. To give them an idea of the various extra-curricular activities organized in the campus.
3. To alert them on the dos and don'ts in the campus.
4. To explain to them the various modes of assessments and examinations under the semester system.

Before the classes begin in a new session after the admission process is over the Induction programme is held for the newly admitted students in the conference hall. On the occasion of this programme which only the freshers are allowed to attend the teachers -in- charge of the programme systematically inform them about the various facilities the college maintains for its students to avail. This information includes the existence of sports ground, the gym, the separate common rooms for boys and girls, the separate toilets and urinals for boys and girls, the college canteen, the hostel facilities etc. The freshers are also informed about the various scholarships offered by the state and central governments and the time and procedure to apply for these. The students are kept abreast of various programmes and activities initiated by the Career Counselling and Guidance cell to enhance their future job prospects. They are also informed about the existence of an NSS unit as well as a students' grievances redressal cell in the college. The academic co-ordinator of the college explains in a well-structured lecture the various kinds of assessments and evaluation procedure followed under the semester system as well as the credit points they would need to acquire to be eligible to write their examinations. The librarian of the college provides them information regarding the usage of the library resources which include not just the books and journals available in the library but also the reprography and the browsing facilities existing in there. Last but not the least is the dos and don'ts they are told to remember while in the campus. The introduction of the practice did not have to encounter any form of opposition from the staffs who are usually the ones entrusted with the responsibility of implementing the programme. In fact, most of them welcomed the idea.

1. Since the students are well aware of the requirements, they need to fulfil to be eligible to write their examination there have been increased class attendance as compared to previous years.
2. Students are never missing the opportunities to develop and showcase their skills and talents by participating in the various cultural and sports programme organized in the campus.
3. None of the deserving students have missed scholarship since then.

Resources required:

1. A planned approach to the programme.
2. A team of

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://bijnicollege.ac.in/wp-content/uploads/2022/04/7.2-Best-Practice-I->

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Bijni College embarked upon its distinctive journey on the historic day of 21st July, 1969 when the first human being landed on the Moon. It is the oldest degree college in chirang district of BTAD Assam. Situated within the southern foot hills of Bhutan-India border, it caters to the population consisting of Bodo tribes, Rajbongshis and other communities in the ambience of nature. The college has a campus of one hundred bigha (33.06 acre) of land with more than 80 of green cover and idyllically situated beside river Dulani. Pre dominantly the agrarian population send their wards to the college with a great expectation of higher education both to overcome their socio-economic backwardness and to be eligible for modern competitive world. The College has undergone the 2nd cycle of NAAC Assessment and Accreditation with an accredited grade B it is a provincialized with 12(B) and 2(F) statuses of the UGC. The college has also celebrated its Golden Jubilee in the year 2018-2019 Presently, the college has both Arts and Science stream and post-graduation studies in Assamese. In its journey success and various achievements, it is not only full filling the responsibility of quality education to the students coming from far and wide (sometimes from nearby country of Bhutan) also showcasing their potentiality in the fields of sports and culture as well. At present the college has been providing skill training to both the student and youth from the society in collaboration with the Govt. organization like KELTRON. The college is also emphasizing on both the development of student personality through social outreach programmes as well as interacting and serving the society around through many other activities e. g. NSS, Eco Club, Extension Activity Cell etc. The performance of our students in the academic field is also improving by leaps and bounds and more and more students are going out to pursue higher education in different universities of the state and outside. Moreover, the college is facilitating computer education, ICT classes and research methodologies and other field surveys for the students to be eligible to the contemporary needs of employability. Students are also being exposed to the skills and nuances of presenting their thoughts and ideas as well as critical learnings through seminars, workshops, group discussions etc. They are very ably conducted and guided by well-trained faculties in appropriating maximum knowledge, skill and ethics through departmental mentoring, counselling remedial teaching etc. It is sincerely committed to fulfil its vision and mission by developing a dynamic community of lifelong learners and leaders by understanding the aspiration, potential and capabilities of its students, the manifestation of which can be visible in the sprouting of a numerous educational institutions around it as feeders and a wide spread alumni adorning a highly diversified socio-political-economic positions all around. The cosmopolitan environment within the college campus created by all the stake holders and their endeavours is well reflected and imbibed by the student's community which gel seamlessly irrespective of their communal, religious, linguistic and social diversities.

Provide the weblink of the institution

<https://bijnicollege.ac.in/wp-content/uploads/2022/04/Distinctiveness-of-Bijni-College.pdf>

8.Future Plans of Actions for Next Academic Year

1. Addition of New Computers to better the student computer ratio. 2. Upgrading the ICT based classes. 3. Enrichments of Library. 4. To orgainse the 93rd yearlong Birthday Celebration of Bhat Ratna Dr. Bhupen Hazarika in collaboration

with Bhupen Hazarika Sankritik Nyas. 5. To initiate more eco-friendly activities. 6. To organise Skill enhancement trainings and courses. 7. To initiate campus recruitment under ASDM. 8. To motivate Cells and Departments for more Research Publications. 9. To continue and organise the more Divyanjan friendly activities.