



Yearly Status Report - 2019-2020

Part A

Data of the Institution

Part A	
Data of the Institution	
1. Name of the Institution	BIJNI COLLEGE
Name of the head of the Institution	Dr. Birhash 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	Dr. Arup Sarkar
Phone no/Alternate Phone no.	03668295060
Mobile no.	8638884904
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-2018-19.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-CALENDER-2018-19.docx

5. Accrediation Details					
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

6. Date of Establishment of IQAC	16-Oct-2004
---	--------------------

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries

IQAC		
Induction Programme by the Department of Philosophy	05-Aug-2019 1	25
Academic Counselling (Odd Semester) by Department of Mathematics	07-Aug-2019 1	19
Awareness programme on Self Employment and Economic Empowerment of Women through Weaving, Fisheries etc.	18-Aug-2019 1	18
Installation of Complaint and suggestion box by Anti-Sexual Harassment Cell	02-Aug-2019 1	15
Organising Cultural Rally and Cultural programme celebrating 93rd Birth Anniversary of Bharat Ratna Dr. Bhupen Hazarika Sanskritik Nyas by Cultural Cell, IQAC	07-Sep-2019 2	1300
Training for Skill Formation on Waste Water Treatment Plant Technician by Career Counselling and Employment Cell in collaboration with Salekati Institute of Engineering and Management on ASDM Project	04-Oct-2019 20	60
Celebration of Gandhi Jayanti with	02-Oct-2019 1	15
Organized Speech Competition on	24-Oct-2019 1	50
People and Books by Prof. Janak Jhankar Narzary	12-Nov-2019 1	89
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	Sanskar: Manuhe Mamuhor Babe	Ministry of Environment, Govt. of India	2019 365	25000
Dr. Sewali	Setting up of	Ministry of	2020	50000

Pathak	Environment and Climate Cell (2020) abiding the rules imposed by Govt. of Assam as well as Govt. of India Regarding Covid-19 Scenario	Environment, Govt. of India	730	
Dr. Sewali Pathak	National Green Corps	Ministry of Environment, Forest and Climate (MoEFCC), Govt. of India.	2019 365	5000
No Files Uploaded !!!				

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)	
a. Organizing free aids and appliance distribution camp for divyangjan.	
b. Addition of a New Classroom with ICT facility	
c. Addition of new 916 book in college library	
d. Organization of Training for Skill formation on Waste Water treatment plant technician	
e. Organizing yearlong 93rd Birth Anniversary of Bharat Ratna Dr. Bhupen Hazarika celebration as Samanway Divas	

No Files Uploaded !!!

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
To continue improving ICT infrastructure	One more classroom has been added with ICT facility
To add more computers	Nine new computers have been purchased
To enhance the number of books for library	916 Nos. of new books have been purchased for the college library
To organise yearlong activities on the occasion of 93rd Birth Anniversary of Bharat Ratna Dr. Bhupen Hazarika	Organised cultural rally, cultural programmes and competition on the occasion of the 93rd Birth Anniversary of Bharat Ratna Dr. Bhupen Hazarika in collaboration with Bhupen Hazarika Sanskritik Nyas
To import skill formation courses	Training for skill formation on Waste Water Treatment Plant Technician by Salekati Institute of Engineering and Management on ASDM project was organized
To continue the practice of participatory and experiential learning	Different departments successfully organised Workshops, Seminars and published Wall magazines and departmental journal and books
View File	

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Bijni College Governing Body	16-Oct-2004

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

2020

Date of Submission

10-Sep-2020

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)

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. 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 e-journals 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

Bijni College, Bijni pursues the curriculum of undergraduate and post-graduate classes under two universities – Bodoland University and Gauhati University, the post-graduate classes are under the Bodoland University to which the College is presently affiliated to the college follows the prescribed Academic Calendar and the Holiday List prepared by the affiliating university. The college through its own Academic Cell prepares specific Academic Calendar of its own which tentatively fixes the dates and duration for delivery and implementation of the curriculum designed by the universities. It also prepares the daily routine for the teachers and the students. Departmental meetings accordingly redesign the calendar and routine for their own convenience. The teachers record their classes in the Teachers Dairy, where they also record the teaching methods and aids adopted. Departments monitor the academic progress of the students through sessional examinations, assignments and discussions, some other mode of delivery include WhatsApp, seminars, webinars etc. some extra efforts like tutorial, remedial and mentoring classes are conducted for different types of learners. The college provides the infrastructure like ICT classes, Conference Hall and Auditorium for promoting specific teaching-learning strategies. Sometimes inter-departmental interactions are also arranged to benefit the learners and to enrich the experiences of the teachers' parents and guardians are also informed about the progress of their wards through parent-teacher meetings. Sometimes according to the necessity departments organise field-work and open survey to acquaint the learners with contemporary values and practices within the society that have equivalent learning impacts like the syllabus. Academic Cell regularly monitors the curriculum delivery and documentation on the part of the departments. It also co-ordinates between the IQAC and the departments in this regard. IQAC on its part uses a feedback mechanism to get a true picture of the whole process. With the help of the Feedback-Cell and departmental meetings, the feed-back about Curriculum delivery is ascertained. The principal holds the staff meeting for comprehensive assessment as well as for Academic Budgeting.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Wastewater Treatment Plant Technician by Salt Lake Institute of Engineering management an ASDM project	Training of Skill formation	10/10/2019	20	Entreprene urship	Yes

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
BA	BA Honours in Assamese Bengali Bodo Economics Education English History Philosophy Pol. Science	13/05/2019
BA	BA Regular in Assamese Bengali Bodo Economics Education English History Philosophy Pol. Science	13/05/2019
BSc	BSc Honours in Botany Chemistry Mathematics Physics Zoology	13/05/2019
BSc	BSc Regular in Botany Chemistry Mathematics Physics Zoology	13/05/2019

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

	Certificate	Diploma Course
Number of Students	60	0

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	0
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nil	Nil	0
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 Honours	306	689	313
BA	BA Regular	350	952	338
BSc	BSc Honours	71	158	58
BSc	BSc Regular	100	273	73
MA	MA in Assamese	12	34	12

No file uploaded.

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
2019	2070	12	38	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
50	32	10	5	5	3

No file uploaded.

No file uploaded.

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
2082	38	1:55

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	38	3	0	0

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
2019	Nil	Nil	Nil
2020	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. Its strictly adheres 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-Specific-Outcomes-and-Course-Outcomes-for-the-year-2019-20.pdf>

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	BA	BA Major in Assamese, Bengali, Bodo, Economics, Education, English, History, Philosophy, Political Science	151	126	83.44%
BA	BA	BA General in Assamese, Bengali, Bodo, Economics, Education, English, History, Philosophy, Political Science	296	163	55.06%
BSc	BSc	BSc Major in Botany, Chemistry, Mathematics,	23	12	52.17%

		Physics, Zoology			
BSc	BSc	BSc General in Botany, Chemistry, Mathematics, Physics, Zoology	94	23	24.46%
MA	MA	MA in Assamese	17	12	57.83%
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
Minor Projects	365	Ministry of Environment, Govt. of India	25000	25000
Minor Projects	365	Ministry of Environment, Forest and Climate (MoEFCC) Govt. of India	5000	5000
Minor Projects	365	Ministry of Environment, Govt. of India	50000	50000
Major Projects	0	Nil	0	0
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 than compulsory by the University)	0	Nil	0	0

International Projects	0	Nil	0	0
Total	365	3	80000	80000
View File				

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	Nil	Nil	Nil
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	0

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	Nil	0	0
International	Nil	0	0
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
Zoology	4
Physics	2
Chemistry	1
Philosophy	2
English	4
Education	2

Bodo	4
Bengali	1
Assamese	3
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	2019	0	Nil	0
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	2019	0	0	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	17	20	0	0
Presented papers	8	12	0	0
Resource persons	0	1	0	0
View File				

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
Swacha Pakhwara	NSS Bijni College	1	12
Awareness programme on self-employment	Extension Activity Cell Bijni College	4	18
Fabric Art Training	Extension Activity Cell Bijni College	3	15
Fabric Art Training	Extension Activity Cell Bijni College	3	16
Shwachata Hi Sewa cleanliness	NSS Bijni College	1	12

programme			
Wall painting	NSS Bijni College	1	12
Fabric Art Training	Extension Activity Cell Bijni College	3	16
Social awareness programme on Covid 19	NSS Bijni College	1	15
View File			

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
Nil	Nil	Nil	0
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
Nil	Nil	Nil	0	0
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/ industry /research lab with contact details	Duration From	Duration To	Participant
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
Nil	Nil	Nil	0
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
5495994	5495994

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with Wi-Fi OR LAN	Newly Added
Seminar halls with ICT facilities	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Others	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	12276	1418273	654	195392	12930	1613665
Reference Books	18944	3603263	1404	806736	20348	4409999
e-Books	3135000	5900	Nill	Nill	3135000	5900
Journals	16	12800	Nill	Nill	16	12800
e-Journals	6000	5900	Nill	Nill	6000	5900
CD & Video	49	Nill	Nill	Nill	49	Nill

[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	65	4	4	2	0	1	14	100	0
Added	3	0	0	0	0	0	0	0	0
Total	68	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 academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
2303518	2303518	8046288.55	8046288.55

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 student 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/2022/04/4.4.2-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
Financial Support from institution	Nil	0	0
Financial Support from Other Sources			
a) National	National Scholarship	1513	Nil
b) International	Nil	0	0
View File			

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	0	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	Number of benefited	Number of students who	Number of studentsp placed

		students for competitive examination	students by career counseling activities	have passed in the comp. exam	
2019	Nil	0	0	0	0
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
0	0	0

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	0	0	Okey Call Centre, Guwahati, Basumatary Electronics, Bijni, M/S Garaimari Cement Concrete Paver-Blocks Infrastructure	60	3
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
2020	6	BA	Assamese	Bijni College	MA
2020	3	BA	Economics	Bodoland University	MA
2020	1	BA	Economics	Pandicherry University	MA
2020	1	BA	Economics	Panchanan Barma University	MA
2020	1	BA	Economics	Barpeta Law College	LLB
2020	6	BA	Education	Bodoland University	MA

2020	1	BA	Bodo	Dibrugarh University	MSW
2020	2	BSc	Mathematics	Bodoland University	MSc
2020	1	BSc	Zoology	Assam University	MSc
2020	1	BSc	Mathematics	Joypur National University	MSc
View File					

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	2
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	Nil
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
2019	Second Runner Up in Mr. Divers, North East 2019	National	Nil	1	BC/ID-S/2018/A-F-100	Dipankar Brahma
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 organises 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 organises College Freshmen Day for welcoming freshers in the college. The Cultural Secretary takes the responsibility of organising 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 :

Nil

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 Activity 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 provides responsibility to supervise the academic activities of different departments. The authority also appoints the head of different departments for supervising and executing 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 looks 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
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.
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

<p>Examination and Evaluation</p>	<p>teaching learning experience.</p> <p>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.</p>
<p>Research and Development</p>	<p>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.</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>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</p>

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

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.

Industry Interaction / Collaboration

Nil

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.

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

E-governance area	Details
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.
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 digitization. The institution has Enterprise Recourse Planning Software (ERPS) for maintaining General and Principal Accounts 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/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Dipak Bhattacharyya	Science Inspiration	JNV, Chirang	1000
2019	Dr. Gwgwm Brahma Kachary	Identity Crisis of the Bodo Language: An Analytical Study	Department of Bodo, BU	1000
2019	Devajyoti Sarma	Basic Traing on Use of ICT in Teaching	TLC, Tezpur university	1000
2020	Dr. Kusum Brahma	Environmental Degration and Sustainable Development	Gossaigaon College	1000
2020	Aparna Misra	International Seminar on Gender and Development	Gossaigaon College	1000
2020	Swapna Saha	National Seminar on A Chromatography	Kokrajhar Govt. College	1000

		Free Highly Efficient Iodination of Alcohol using polymer Support DMAP		
2020	Sanjita Ray	International Seminar on Women Trafficking	Gossaigaon College	1000
2020	Sabita Ray	International Seminar on Gender Development: A Global Perspective	Gossaigaon College	1000
2020	Bibha Talukdar	International Seminar on Gender Development: A Global Perspective	Gossaigaon College	1000
2020	Swapna Saha	Plastic: Leaching Chemicals and How to stop them	Gossaigaon College	1000
View File				

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)
2019	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

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
Orientation Programme	1	15/12/2019	11/01/2020	28
Life Science Biotechnology	1	23/07/2019	05/08/2019	14
Disaster Management	1	19/08/2019	01/09/2019	14

Disaster Management	1	24/09/2019	07/10/2019	15
Advance GIS Tools and Techniques	1	08/07/2019	14/07/2019	7
Advanced Research Methodology	3	17/02/2020	01/03/2020	14
Online Teaching and Learning in India	2	17/06/2020	22/06/2020	6
ICT Tools for Effective Teaching Learning	2	11/05/2020	16/05/2020	6
How to Switch from Regular Classroom Teaching to Online Teaching More Effectively	1	14/05/2020	20/05/2020	7
View File				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	12	1	8

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
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 cycle other electronic gadget wheelchair for differently abled person. Distribution of Aids and appliances for differently abled person Sanitization materials for all.

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
Nil	0	0
No file uploaded.		

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)

Nil

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

<p>a. The rigour of teaching learning has been toned up with better involvement of the students and the massive absenteeism, dropout and failure in the intervening semester has been minimized. b. Pass percentage has been compiled taking the initial intact of students in the very first semester as the basis. c. The Research profile of the faculty has been strengthened.</p>
--

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
2019	Camp for free distribution of Aids and Appliances for	07/06/2019	07/06/2019	07/06/2019	19

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
Awareness programme on self-employment	18/08/2019	18/08/2019	21	0
Fabric Art Training	02/02/2020	02/02/2020	15	0
Fabric Art Training	05/09/2019	05/09/2019	16	0
Fabric Art Training	19/02/2020	19/02/2020	16	0

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	0
Provision for lift	No	0
Ramp/Rails	Yes	0
Braille Software/facilities	No	0
Rest Rooms	No	0
Scribes for examination	No	0
Special skill development for differently abled students	No	0
Any other similar facility	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
------	--	--	------	----------	--------------------	------------------	--

2019	1	1	18/07/2019	1	Camp for free distribution Aids and appliances for Divyangjan	Free distribution Aids and appliances for Divyangjan	21
2019	1	1	01/10/2019	1	Disaster Management training	Disaster Management	34
2020	1	1	11/03/2020	1	Awareness programme on COVID-19	COVID-19 pandemic	780
2020	1	1	18/03/2020	3	Preparation of Hand Sanitizer	Preparation and distribution of Hand Sanitizer	9
2020	1	1	19/03/2020	1	Awareness programme on COVID-19 pandemic	COVID-19 pandemic	15
2020	1	1	20/05/2020	1	Online quiz on COVID-19	COVID-19 pandemic	42
2020	1	1	31/05/2020	1	E-Comic on Corona Virus	Corona Virus	1
View File							

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 celebrate	05/09/2019	05/09/2019	600
Celebration of Gandhi Jayanti	02/10/2019	02/10/2019	15
Birthday celebration of Sardar Ballabh Bhai Patel	31/10/2019	31/10/2019	20
Celebration of National Science Day	28/02/2020	28/02/2020	30
Celebration of World Environment Day	05/06/2020	05/06/2020	10
No file uploaded.			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

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

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice I Title - Intensive Interactive Learning 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 experiential learning to 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 organize 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 practice 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 digitalized 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 class rooms 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 departments arranged the departmental seminars. Most of them even published wall magazines with credit. 3 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 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 organized 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.

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-II-1-1.pdf>

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

Distinctiveness of Bijni College 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

Provide the weblink of the institution

<https://bijnicollege.ac.in/wp-content/uploads/2022/04/7.3-Distinctiveness-of-Bijni-College.pdf>

8.Future Plans of Actions for Next Academic Year

1. To organise regular departmental workshops on Research Methodology through research Cell to upgrade the knowledge of students' research-oriented writing. 2. To organise national and international webinars frequently to complete the academic loss due to covid-19 lockdown. 3. To organise and form department level Alumni Association and activities. 4. To Register Bijni College under Raja Rammohun Roy National Agency for ISBN under the ministry of HRD and Publish books and journals under the publication Cell. 5. To organise Skill oriented courses through Career Counselling and employment Cell. 6. To impart online classes through the available digital platforms.