



## YEARLY STATUS REPORT - 2020-2021

### Part A

#### Data of the Institution

<b>1.Name of the Institution</b>		<b>BIJNI COLLEGE, BIJNI</b>
• Name of the Head of the institution		<b>DR. BIRHASH GIRI BASUMATARY</b>
• Designation		<b>PRINCIPAL</b>
• Does the institution function from its own campus?		<b>Yes</b>
• Phone no./Alternate phone no.		<b>03668295025</b>
• Mobile No:		<b>9435023057</b>
• Registered e-mail		<b>iqac@bijnicollege.ac.in</b>
• Alternate e-mail		<b>bijnicollege@gmail.com</b>
• Address		<b>Bijni Town, Ward No. 4, P.O. - Bijni, Dist - Chirang, (BTC) Assam, 783390</b>
• City/Town		<b>Bijni</b>
• State/UT		<b>Assam</b>
• Pin Code		<b>783390</b>
<b>2.Institutional status</b>		
• Type of Institution		<b>Co-education</b>
• Location		<b>Semi-Urban</b>
• Financial Status		<b>UGC 2f and 12(B)</b>

• Name of the Affiliating University	Bodoland University				
• Name of the IQAC Coordinator	DR. ARUP SARKAR				
• Phone No.	03668295060				
• Alternate phone No.	03668295025				
• Mobile	8638884904				
• IQAC e-mail address	iqac@bijnicollege.ac.in				
• Alternate e-mail address	iqacbijnicollege@gmail.com				
<b>3. Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://bijnicollege.ac.in/academic-calendar-2020-21/">https://bijnicollege.ac.in/academic-calendar-2020-21/</a>				
<b>4. Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://bijnicollege.ac.in/academic-calendar-2020-21/">https://bijnicollege.ac.in/academic-calendar-2020-21/</a>				
<b>5. Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C++	66.25	2004	16/09/2004	15/09/2009
Cycle 2	B+	2.5	2017	02/05/2017	01/05/2022
<b>6. Date of Establishment of IQAC</b>	16/10/2004				
<b>7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Bijni College	Fee Waiver (under Pragyan Bharti)	State Government	2020-21	1,19,63,551	
<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>	Yes				
• Upload latest notification of formation of IQAC	<a href="#">View File</a>				

<b>9.No. of IQAC meetings held during the year</b>	<b>4</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
1. Organizing several National and International Webinar on relevant important topics and issues.		
2. Organizing departmental workshops on Research Methodology through Research Cell.		
3. Registration of Publication Cell under Raja Rammohun Roy National Agency for ISBN under the Ministry of HRD followed by institutional publication.		
4. Organizing Skill Oriented Courses through Career Counselling and Employment Cell.		
5. Started P.G. in English.		
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		
Plan of Action	Achievements/Outcomes	
1. To organize National and International Webinars and talks on important issues	1.Two International, five National, Two State level webinars were held and a National level Talk was organized.	
2. To organize departmental Workshops on Research	2. Departmental Workshops on Research Methodology was	

Methodology followed by Research based writing.	organized by eight departments.
3. To Register the Publication Cell for ISBN	3. Bijni College Publication Cell was Registered under Raja Rammohun Roy National Agency for ISBN under the Ministry of HRD.
4. To expedite publication of Books and Journal.	4. Two books with ISBN were Published by the Publication Cell.
5. To organize FDP's	5. An Online FDP on 'Mentoring Pedagogy and Teaching for Higher Education' was organized in association with EICTE, IIT Guwahati.
6. To enhance classrooms and Wi-Fi's	6. One Classroom with Wi-Fi has been added.
7. To add more books for library	7. Books of Rs. 2,61,060.00 has been purchased for library.
8. To impart online classes	8. Most of the facilities have imparted online classes through YouTube, Google Classroom, Microsoft Team, Google Meet, Zoom etc.
9. To organize Women Empowerment programme	9. Organized Self Defense programmes for Girl students, Celebrated Women's Day, performed drama on girl child care, organized webinar on stress management for women.
10. To organize induction programmes at the entry level for newcomers.	10. Induction Programme were organized separately for Honours and Regular students.
11. To organize department level alumni meets.	11. Most of the department organized departmental Alumni meets.

<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
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- Name of the statutory body

Name	Date of meeting(s)
Governing Body Bijni College	29/03/2022

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2022	30/03/2022

**15. Multidisciplinary / interdisciplinary**

Presently the college has CBCS system which allows students to pursue multidisciplinary/ interdisciplinary combination of courses. However, presently the college has only two streams, namely, Science and Arts. Therefore, the students are confined to go for choice of subjects from these two streams only. In future, the college plans to open commerce stream/ programmes both at degree and PG level besides introducing programmes on Information Technology and related subjects. Since, the college is affiliated to Bodoland University, the concept of multiple entry and exit will be implemented in the college when the concerned university introduces the same.

**16. Academic bank of credits (ABC):**

At present the college is not eligible to implement ABC.

**17. Skill development:**

The college has undertaken several skill development courses for the benefit of students, alumni and local population over the year. The Chief motive of the initiatives is to make the students employable and to develop their own entrepreneurial skills. In the academic session 2020-21 the college initiated 3 (three) short term skill development courses in collaboration with ASDM

1. Training for skill formation and facilitation for start-ups on "Training on Field Technician Computing Peripherals (FTCP)" an ASDM Project from 26.12.2020 to 09.03.2021. Total nos. of participants 30.
2. Training for skill formation and facilitation for start-ups on "Field Technician Networking Storage (FTNS)" an ASDM Project from 02.01.2021 to 27.03.2021. Total nos. of participants 30.
3. Short Term Course on ICT "Training on Robotics" on 12.05.2021 to 16.05.2021. Total nos. of participants 30

The college has a good practice of mentoring the learners where awareness for skill enhancement for employability and life skill is regularly oriented to the students.

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

Students of Bijni College come from highly diversified linguistic and cultural groups. The college at present imparts its courses in and through the medium of Assamese, Bodo (tribal language) and Bengali besides English. We have the honours class in all these Indian Languages at UG level. Moreover, the college also has honours in history which foregrounds the history and importance of indigenous culture. All the courses are imparted in bilingual or multilingual mode using English, Assamese, Bodo, Bengali and Hindi.

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

Presently, the college has UG programmes in 14 subjects and PG programmes in 2 subjects. All these programmes are imparted with the aim to reach the following chief outcomes :

1. Subject knowledge
2. Employability
3. Skill enhancement
4. Personality development to make the learners ambassador of native culture and wisdom.

Some of the outcome based initiatives by the college has been mentoring, counselling, workshops, seminars, projects, field visits etc.

#### 20.Distance education/online education:

The college has been consistently upgrading its ICT tools facility in imparting teaching learning. Presently, it has a fully Wi-Fi campus and 4 nos. of smart classes. It plans to upgrade all the classes ICT enabled in near future. When NEP 2020 is implemented, it will be in a position to offer several short term courses in ODL mode. At present, several teacher use online platform like YouTube, Google classroom, Google meet etc. in imparting classes in semi blended mode.

### Extended Profile

#### 1.Programme

1.1

16

Number of courses offered by the institution across all programs during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>2.Student</b>		
2.1 Number of students during the year		2507
File Description	Documents	
Data Template	<a href="#">View File</a>	
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		496
File Description	Documents	
Data Template	<a href="#">View File</a>	
2.3 Number of outgoing/ final year students during the year		475
File Description	Documents	
Data Template	No File Uploaded	
<b>3.Academic</b>		
3.1 Number of full time teachers during the year		54
File Description	Documents	
Data Template	<a href="#">View File</a>	
3.2 Number of Sanctioned posts during the year		35



File Description	Documents
Data Template	<a href="#">View File</a>

<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	40
4.2 Total expenditure excluding salary during the year (INR in lakhs)	161.58
4.3 Total number of computers on campus for academic purposes	70

### **Part B**

#### **CURRICULAR ASPECTS**

##### **1.1 - Curricular Planning and Implementation**

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

The Institution has a definite system of curriculum delivery of its own. The academic cell takes the initiative in arranging an academic calendar based on the academic calendar of the affiliating university. Secondly, it prepares a general routine across the programmes but stream specific. Thereafter, the academic departments developed their own academic calendars and departmental routines based on the parent items. The departments then unties the syllabus and distribute within their available faculties for an effective and systematic delivery. Lesson plans and teaching plans also constitute the part of this curriculum delivery mechanism. Accordingly, the departments deliver the prescribed curriculum for the students and also conduct internal assessments through various means for the evaluation of curriculum delivery effectiveness. Both at the departmental level and centrally the academic cell the analysis of curriculum delivery and its different parameter and outcomes are assessed periodically.



File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

The college adheres to an academic calendar in the delivery of curriculum and making analysis of its outcome. The college strictly abides by the academic calendar prepared by its affiliating university, Bodoland University, Kokrajhar for the purpose. In preparing the college academic calendar the inclusion of local events like college foundation day are included. Modifications are made in regard to the conduct of Seminars/Workshops etc. as well as in conducting additional assessment of the classes. The departments focus on the conduct of Continuous Internal Evaluation (CIE) as prescribed in the CBCS curriculum. Besides the two sessional examinations recommended by the university, the departments also arrange for home assignments, class tests, departmental seminars etc. the students are continuously subject to the evaluation of their all-round academic progress and suitably advised or provided remedial measures in case of any lacunae.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

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

**C. Any 2 of the above**

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

## 1.2 - Academic Flexibility

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

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

4

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	No File Uploaded

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

Nil

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

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

### 1.3 - Curriculum Enrichment

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

The College is an affiliated HEI under Bodoland University. As the university is responsible for developing the curriculum, so the college has no scope ever to integrate the cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. It is the responsibility of the department to develop/ frame the curriculum keeping an eye over all these issues. But the college has taken different initiatives related to Professional Ethics, Gender, Human Values, Environment and Sustainability. The college has framed a 'Handbook of Professional Ethics for the Stakeholders' as an abiding manual for the professional conduct of all stakeholders. Moreover, the college has a unit of National Service Scheme (NSS), which takes different initiatives in inducting the above practices and values within the selected group of students. Besides the observation of environment day, Earth Day, Teachers Day, International Women's Day, Human Rights Day, Constitution Day etc. provide a positive dimension to the development of students' personality. The functioning of Extension Activity Cell and various departmental extension and co-curricular activities also provide immense opportunities for the students to interact with the grater society to develop various values, ethics and sensibilities.

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

1.3.2 - Number of courses that include experiential learning through project work/field

**work/internship during the year**

0

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

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

0

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

**1.4 - Feedback System**

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

E. None of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

**1.4.2 - Feedback process of the Institution may be classified as follows**

**E. Feedback not collected**

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

1100

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	No File Uploaded

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

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

562

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	No File Uploaded

## 2.2 - Catering to Student Diversity

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

The institution assesses the learning levels of the students in two ways at the time of the commencement of the programme. Students enrolled in various disciplines are identified as slow and advanced learners based on their +2 marks and admission test.

The college organizes Induction programmes for freshers both at the college level and at the department level. The facilities in the college and the scope of the subjects being learnt are introduced in these sessions.

Strategies adopted for slow learners: - Remedial Classes are conducted with an aim to improve the academic performance of the slow learners and absentees. This practice helps the struggling learners to improve subject knowledge. Group Study System is provided with the help of the advanced learners. Academic and personal counseling are given to the slow learners by the tutor, mentor and the counseling cell.

Strategies for the advanced learners: - Special Coaching classes for the advanced learners are conducted to secure University Ranks. Coaching is given in Skill Development Programme like Communicative English, Aptitude and Reasoning. Advanced Learners are provided coaching classes for various competitive exams. Students are encouraged to participate and present papers in various Seminars/ Conferences/ Workshops/ Inter-Collegiate Competitions organized by other colleges.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
2507	54

File Description	Documents
Any additional information	No File Uploaded

### 2.3 - Teaching- Learning Process

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

The college conducts various student centric activities throughout the year. The learning becomes more experiential, participatory and socialistic by organizing activities like group discussions, Case Study, model making, field visits, debates, quiz, assignments, seminars, project writing, exhibitions, and publication of wallpapers, writing articles, poetry recitation and power point presentation. The college organizes co-curricular activities, extra-curricular activities, sports and cultural events which help the students for their all-round personality developments. To imbibe patriotic and social values among students various Days like Teachers Day, Independence Day, Republic Day, Voters Day, Constitution Day, Myrtires Day, Science Day, Bodoland Day, Matribhasa Divas, Silpi Divas and Anniversaries of national heroes are celebrated. Moreover, to bring awareness among the students about environmental problems and climate change the celebrations of World Environment Day, Earth Day as well as participation through Eco Club and Swachh Campus Initiative etc. are executed.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	<a href="#">Nil</a>

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

College teachers use Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education. The following tools are used by the College

**ICT Tools:-**



- Projectors- 6 Projectors are available in different classrooms.
- Desktop and Laptops- Arranged at Computer Lab, Library and Faculty Cabins.
- Printers- Installed at Labs and all prominent places.
- Photocopier machines - Multifunction printers are available at all prominent places in the college. There are two Photostat machines in the college.
- Scanners- Multifunction Scanners are available at all prominent places.
- Seminar Rooms- Two seminar halls are equipped with all digital facilities.
- Smart Board- Four Smart Boards are installed in the college smart class room.
- Auditorium- It is equipped with light and sound system.
- Conference hall- It is digitally equipped with mike, projector, cameras and computer system.
- Online Classes - It is available through YouTube, Google Meet and Google Classroom.

**Use of ICT by Faculty: -**

- Power Point presentations- Faculties are encouraged to use power-point presentations in their teaching by using projectors. They are also equipped by digital library, online search engines and websites to prepare effective presentations.
- Video Conferencing- Students are counseled with the help of Zoom / Google meet applications.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://bijnicollege.ac.in/facilities/">https://bijnicollege.ac.in/facilities/</a>

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

**2.3.3.1 - Number of mentors**

35

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

35

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

15

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

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

#### 2.4.3.1 - Total experience of full-time teachers

54

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

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

College is affiliated to Bodoland University and hence, follows its rules and guidelines regarding the assessment and evaluation process of performance of students. The internal assessment is carried out in a systematic manner for theory courses, laboratory courses, seminars, summer internship and project. Academic calendar is prepared at the beginning of each semester and is made available on the college website and notice-boards of the departments. The dates and schedule of internal assessment are displayed through the notices to the students well in advance. For theory sessional assessment, the question papers are prepared at the department level. Answer sheets are evaluated and checked answer sheets are shown to the students. Sessional result analysis is discussed at HoD level. Two sessional tests were conducted. For assessment of seminars, summer internship and project, faculty coordinator prepares a schedule of presentation of students in slots in consultation with the HoD and is communicated to students. Students present their work or report to the coordinator via PPT mode and evaluated on the basis of various parameter set by respective coordinator. For assessment of laboratory course an internal practical viva conducted by respective faculty member at the end of course.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="#">Nil</a>

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

College follows strictly the guidelines and rules issued by the affiliating university Bodoland University while conducting internals and end semester examinations. For conducting the internal

assessment test, a department level committee is constituted for smooth conduction of internal assessment. Two internal assessment tests are conducted each semester at department level. After evaluation of internal assessment answer scripts, the scripts are shown to the students to check any discrepancy. If they come across any doubts, clarification is given by faculty. By adopting the criteria as per the direction of affiliating university, complete transparency is maintained in internal assessment tests. The assessment marks of all the sessional tests are available at department and college. The final internal assessment marks calculated on the basis of attendance, marks of class test and assignment marks, and are uploaded on university portal at the end of semester. Any grievances related to university question paper are reported to the university immediately through the Principal. University decision or information after resolving the grievances/correction in question paper is intimated immediately to the students. After examination, the answer scripts evaluated at different evaluation centers designated by university and final result are declared. If student has any grievances related to evaluation of university answer scripts, student can apply for challenge evaluation/scrutiny. University declared the result of challenge evaluation/scrutiny after completing the process on university website.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="#">Nil</a>

## 2.6 - Student Performance and Learning Outcomes

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

Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution Programme outcome, programme specific outcome, course outcomes

### Mechanism of Communication:

The College adopts Outcome based education rather than input-oriented bell shaped curve of learning. The following mechanism is followed by the college to communicate the learning outcomes to the teachers and students. Graduate attributes are described to the first year students at the commencement of the programme. At the

first class, teachers are discussed the subjects taken by the Students. Learning Outcomes of the Programs and Courses are observed and measured periodically. The importance of the learning outcomes has been communicated to the teachers in every IQAC Meeting and Staff Meeting. The students are also communicated about the Programme outcomes, Programme Specific Outcomes and Course outcomes through Tutorial Meetings. Identify the most relevant concepts that arise in everyday life, and devise a strategy in order to arrive at the solutions in the respective subjects and are made to understand the connection between key concepts and applications.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="#">Nil</a>
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

At the beginning of every semester, the teacher conveys Course Objectives (CO) at the introductory part of respective subjects. The copies of the syllabi are kept in the department. It is distributed beginning the semester among students. However, the student can download the syllabus from the Website of Bodoland University. Further, the faculty of every subject explains the course objectives, evaluation pattern, marking scheme etc. to the students. It is also given in the syllabus of each subject.

Following are the evaluation process of Program Outcomes (PO), Program Specific Outcomes (PSO) and Course Objectives (CO)

1. Seminar presentation
2. Home assignments/tutorials Extension Work
3. Project work
4. Sessional test as decided in the syllabus
5. Marks of sessional tests are recorded in a register.
6. The marks of model and internal exams are uploaded online to the university.
7. The college follows the evaluation process of Bodoland University. This evaluation includes term end internal assessment, concurrent evaluations and External examinations conducted at the end of the course.

The examinations and results of university also measure the attainment of CO, PO and PSO.

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

### 2.6.3 - Pass percentage of Students during the year

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

581

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

### 2.7 - Student Satisfaction Survey

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

[Nil](#)

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

Rs. 0.5000

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

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

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

1

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

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

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

8

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

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



**the year**

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

**3**

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

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

**16**

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.3 - Extension Activities**

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

**Nil**

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

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

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

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

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

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

**9**

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

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

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

**260**

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

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

Nil

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

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

0

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

**INFRASTRUCTURE AND LEARNING RESOURCES****4.1 - Physical Facilities**

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

As the infrastructure and physical facilities for smooth teaching-learning process, the institution offers nine BA and five B Sc courses as undergraduate programmes. The two departments of the institution offer post-graduate programmes. A total of students of academic session 2020-21 is 2507. There are 39 classrooms, out of which four are smart classrooms. The institution has 7 laboratories

for the departments of Botany, Chemistry, Education, Physics and Zoology. The institution has one Vermicompost Unit as the incubation Centre maintained by the department of Zoology. The institution has one ICT enabled Conference Hall cum Seminar Hall, one Auditorium, one open Stage, four computer laboratories (central computer laboratory, central library, Physics Computer Laboratory). There are 32,966 books, 35,000 e-books (N-LIST) and 6293 e-journals (N-LIST) and 16 journals in the central library of the institution. Besides the central library, every department has small departmental library. For the effective online teaching -learning, the teachers use Google Classroom.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

Nil

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

40

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

40

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

145.31

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

Bijni College library is fully automated with SOUL 2.0 of version 2.0 and DSPACE of version 6.3 as the Integrated Library Management Software (ILMS). Both the ILMS software are automated in the year 2017.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	<a href="https://bijnicollege.ac.in/resource-practices/">https://bijnicollege.ac.in/resource-practices/</a>

##### 4.2.2 - The institution has subscription for the

B. Any 3 of the above

following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

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

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

0.38462

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

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

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

65

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

**4.3 - IT Infrastructure**

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

The institution has provided broadband connection in the

administrative building and Wi-Fi facilities in all the departments and all the classrooms with the password. There is an ICT Cell under the IQAC for maintenance of the IT infrastructure of the institution. The cell inspects the proper functioning of the IT facilities and also makes necessary upgradations of the computers and necessary accessories as per the recommendations of the college teaching departments and the college administration. There is total four computer laboratories with about 70 computers and 7 Wi-Fi connected system with available bandwidth of 100 MBPS speed. The central library of the college provides the e-resources and e-books necessary for the students and the faculty members of the institution.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

70

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

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

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



16.27

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

Purchase maintenance and utilisation of physical, academic and support facilities like laboratory, library, sports, computers, classrooms etc. are mostly done through various committees and cells under the supervision of the principal. 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 utilisations of such facilities are conveyed to the principal through the departmental HODs, Student Union Body, Various Cells and Committees etc.

The maintenance of laboratories is done by the departments with their available faculties and laboratory assistants in the supervision of the HODs.

The maintenance of library is directly taken care off by the library staff led by the librarian under the supervision of Library Advisory Committee.

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.

To maintain the computer student ratio 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.

Utilisation of the classroom facilities ranges from regular classes to the distance mode courses under KKHSOU and IDOL to the competitive examinations held on as well.

Hostel Management Committee looks after the maintenance and utilisation of Hostels and the College Canteen management committee actively supervises the proper maintenance and utilisation of the canteen.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

2440

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

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

0

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

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

E. none of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

0

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

0

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

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student**

E. None of the above

**grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

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

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

0

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

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

57

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

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

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

2

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

### 5.3 - Student Participation and Activities

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

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

0

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

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

**NIL**

File Description	Documents
Paste link for additional information	<b>Nil</b>
Upload any additional information	<b>No File Uploaded</b>

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

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

**0**

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

## **5.4 - Alumni Engagement**

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

**Nil**

File Description	Documents
Paste link for additional information	<b>Nil</b>
Upload any additional information	<b>No File Uploaded</b>

<b>5.4.2 - Alumni contribution during the year (INR in Lakhs)</b>	<b>E. &lt;1Lakhs</b>
File Description	Documents
Upload any additional information	No File Uploaded
<b>GOVERNANCE, LEADERSHIP AND MANAGEMENT</b>	
<b>6.1 - Institutional Vision and Leadership</b>	
6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution	
<p>The vision of the institution is in developing dynamic community of lifelong learners by understanding the aspiration, potential, and capabilities of students from the locality. The institution visualizes in empowerment of student with knowledge and skills imbued with strong values to take challenge in a changing and global society. The mission of the institution is to promote learning by the students and faculty to achieve excellence in education. The Governing Body of the institution is the central authority. The principal is both administrative and academic head of the institution. He decentralises 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. 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 seven cells/committees Outside IQAC and nine cells/committees inside IQAC. The head of the institution also decentralises its power in the management of academic activity.</p>	
File Description	Documents
Paste link for additional information	<a href="https://bijnicollege.ac.in/mission-and-vision/">https://bijnicollege.ac.in/mission-and-vision/</a>
Upload any additional information	No File Uploaded
6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and	



participative management.

The 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:** The authority forms various committees and cells under IQAC and outside IQAC for smooth functioning of the 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: Committees Outside IQAC: Construction, Purchasing, Admission, Students' Election, Eco Club, Environment and Climate change, Examination, Internal Audit committees etc. IQAC Cells: Research, Publication, Academic, Career Counselling and Employment, Alumni Association, Parent -Teacher Association, Sports and Extra Curricular, Cultural Activity, Extension Activity, Women Awareness, Health Service, Grievance Redressal, National Service Scheme, Anti-Sexual Harassment, Anti-Raging, Feedback, ICT Management, Swachh Campus Initiative Cells.

**Academic Decentralization:** The authority appoints the academic head and given responsibility to supervise the academic activities of departments. The authority also appoints the head of different departments for supervising and execution of academic policies within their respective departments.

IQAC also plays the significant role in putting quality suggestions in the college administration and looks after sustenance and quality enhancement activities.

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

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution makes annual strategic planes that orients towards

the vision and mission of the college which are effectively deployed during the session. In the annual institutional strategic plan of the college 2019-20, one of the significant planes was to get registered the Publication Cell, Bijni College, IQAC in Raja Rammohun Roy National Agency for ISBN under the Ministry of HRD, Govt. of India for the purpose of getting international standard and recognition of various articles written by the faculties, students and the concerned public and to take into public domain the creative and critical ideas and the thoughts of both the students and faculties through the book going to be published by the Publication Cell, Bijni College, IQAC. So, he applied to Raja Rammohun Roy National Agency for ISBN under the Ministry of HRD, Govt. and got registered the Publication Cell, Bijni College, IQAC on 29th December 2020. Thus, the Publication Cell, Bijni College, IQAC has emerged as a provider of internationally standardized publication platform to its faculties, students and concerned public. The Publication Cell, Bijni College, IQAC published a multilingual book edited by Dr. U. Poddar and Dr. K. Brahma in the name of ANWESA, VOL-II under the banner of WAC, Bijni College in 2020. It also published an anthology of selected prose in Bodo subject in the name of RAYTHAI JOTHAI.

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

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

The structure of the functional body of the institution consists of the Governing Body, the Principal, Office Administration, Academic Administration, Library Administration, Students Union Body, the Internal Quality Assurance Cell and Other Functional Committees. The Governing Body is the highest decision-making body of the institution. The principal is the chief executive of the institution. In the Office Administration, next to the Principal, the Head Clarke is responsible for supervising the function of the office. The Academic Administrative Body consists of the Principal, Academic In charge and Heads of the departments. The Vice Principle is empowered to supervise the academic activities of various departments. The Heads of the departments are responsible for

supervising the activities of their concerned departments. The Academic Administrative Body under the leadership of Academic In-charge is empowered to take decision on any academic related issues. The Library Administrative Body consists of Librarian and Library Assists. The Students' Union Body is the representative body of students of the institution. It consists of President, General Secretary, Assistant General Secretary, Games and Sports Secretary, Cultural Secretary, Literary Secretary etc. The Internal Quality Assurance Cell is a significant body of the institution. It consists of Co-ordinator and Assistants coordinators. The institution has other committees consisting of convenors and members for conducting various academic and nonacademic activities of the institution. The institution has committees like, Construction, Purchasing, Admission, Examination, Students' Election, Eco Club, College Environment and Climate change and Examination committees.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

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

A. All of the above

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

### 6.3 - Faculty Empowerment Strategies

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

**For teaching staff -**

- Free Health Check-up
- Recreation
- Save and Secured Workplace (CCTV)
- Drinking Water Facility
- Sanitization materials
- Canteen facilities
- Staff Common Room
- Outdoor and Indoor Sports Facilities
- Parking Area
- Library Facilities
- Departmental Rooms with ICT facilities
- Gymnasium
- Leave benefits as per Govt. of Assam
- Retirement benefit as per Govt. of Assam

**For non-teaching staff -**

- Free Health Check-up
- Recreation
- Women friendly workplace (CCTV)
- Drinking facility
- Sanitization materials
- Canteen facilities
- Outdoor and Indoor Sports Facilities
- Parking Area
- Library Facilities
- Gymnasium
- Leave benefits as per Govt. of Assam
- Retirement benefits as per Govt. of Assam

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

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

0

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

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

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

1

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

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

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

34

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

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

The institution has Performance Appraisal System for both teaching and non-teaching staff which helps not only one to identify his/her strength and weakness but also to evolve as a reflective practitioner. Thus, this system presents with a prospect to contribute successfully to continuous professional development activities. In this system collection of self-appraisal report from both the teaching and non-teaching staff is applied as tool. The system is run and supervised by the IQAC, Co-ordinator. In the system, each teaching and non-teaching staff is provided annual self-appraisal form to be filled up and get submitted to the IQAC office. After receiving the self-appraisal report from both the teaching and non-teaching staff the same is verified for authentication by the IQAC, Co-ordinator. After verification, the IQAC, Co-ordinator issues suggestion report to the teaching and non-teaching staff which helps them in correcting their weakness keeping along with their strength and to become a reflective practitioner.

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

#### 6.4 - Financial Management and Resource Mobilization

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

The institution conducts both internal and external audit regularly



to strengthen and to improve all financial dealings of the institution from 1st April to 31st March. Internal audit is done by Internal Audit Committee constituting by financial expert from outside the institution and among the faculties. The institution conducts external financial audit annually by Local Audit, Govt. of Assam. Audits are conducted as per the auditing standard of the country. It is done by the Assistant Director of Audit (Local Fund), Government of Assam. Auditor cross verifies 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 transactions are very sincerely audited based on the financial statement and issue an Audit Report to the institution.

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

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

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

0

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

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

The institution mobilizes funds from both internal and external



sources and makes necessary arrangement for optimal utilization of resources available to the institution. To ensure optimal utilization of available resources and check misuse of funds various committees are constituted such as Purchasing Committee, Construction Committee, Exam Audit Internal Committee

The institution mobilizes funds both from internal and external sources.

The External sources of the institution include-

- Rastriya Uchatttar Shiksha Abhijan (RUSA)
- CSRI Initiative of Bongaigaon Refinery
- Govt. of BTC
- Govt. of India
- DVT
- Eco Club
- Govt. of Assam

The institution mobilizes funds both from internal and external sources.

- Tuition Fee from the students
- Hostel Fee from the students
- Examination Fee
- Festival Fee and other fee from the students
- Vermicompost
- KKHOU, Bijni College Centre
- IDOL, G.U., Bijni College Centre
- College Canteen
- College run Self-Financing P.G. Courses

• **Sanitizer Products**

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

### 6.5 - Internal Quality Assurance System

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

Internal Quality Assurance Cell (IQAC), Bijni College has contributed significantly for institutionalizing the quality assurance strategies and processes of the institution.

It plays a pivotal role in identifying parameters of qualities and strategies of the institution. It makes an annual plane and chalks out the planes for their completion. The institution through IQAC participates in various national assessment and accreditations like the National Assessment and Accreditation Council (NAAC), the All-India Survey of Higher Education (AISHE), National Institutional Ranking Framework (NIRF) etc. It also suggests the authority and works to enable the institution to improve and undergo a systematic change to meet the national and international standard of higher education. To bring a qualitative change in research-based studies, the IQAC introduces departmental workshops on research methodology. It also initiated organizing National and International Webinar. These practices initiated by IQAC, Bijni college have institutionalized. Departmental workshops on research methodology are organized in each session in every department. National and international webinars are also organized by the departments.

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

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

The institution through Academic Cell under IQAC reviews its

teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals as per norms and recorded the incremental improvement in various activities. The Cell ensures that the classes are taken as per the academic calendar of the institution and completed in time. It also ensures that result of the sessional examination and semester final examination are analyzed by the department. On the basis of analyzed report received from the departments, if any loopholes are found the Cell ensures that remedial action are to be taken by the departments like remedial classes, classes for the slow learners etc. The Cell periodically reviews teaching learning methods. It succeeds in reforming the traditional mode teaching learning by new methods of learning like conduction seminar, webinar, workshop, online class, ICT class, online assignment etc. The IQAC, Bijni college also ensures the facilities of ICT classes through ICT Cell. It introduces online video mode classes which has become the practice of faculties in taking online classes. The institution through IQAC takes all the necessary measures to bring a desirable improvement in the teaching learning processes.

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

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

**B. Any 3 of the above**

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

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

The vision and mission of the Bijni College for the promotion of gender equity has been taken different initiatives to uplift the social status and their all-round development. Being a visionary for the promotion of equal rights and opportunities for women the college continuously provides a foundation where the gender related issues discussions can be taken place. In order to be model institution and to glorify the visionary of women's activity the college has taken the following steps -

- The celebration of Womens Day every year to aware the respective theme related activities.
- Installment of sanitary napkin dispenser inside the college campus and girl hostel.
- Self-defence training of girl students are provided for self-preservation and safety by NSS Unit, Bijni College.

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

<b>7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment</b>	<b>D. Any 1 of the above</b>
<b>File Description</b>	<b>Documents</b>
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>
<p>7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management</p>	
<p>The College has taken different initiatives to dispose degradable and non-degradable waste properly to maintain college environment. Some important steps are as follows -</p> <p><b>Solid Waste management -</b></p> <ol style="list-style-type: none"> <li>1. Segregation of solid waste and placed in different bins after collection from classrooms and office.</li> <li>2. The wastes are regularly collected. Biodegradable wastes are composed in pits to prepare manure for garden use.</li> <li>3. Solid waste incinerator is used for non-biodegradable waste management</li> </ol> <p><b>Liquid waste management -</b></p> <ol style="list-style-type: none"> <li>1. Liquid wastes are disposed in soak pits which are collected through sanitary tank.</li> </ol>	

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

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

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

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

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

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

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

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit**

E. None of the above

**3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

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

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

D. Any 1 of the above

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

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

The Bijni College initiatives different activities and provides intuitional efforts for the development of campus environment



towards cultural, regional, linguistic, communal and socio-economic dimension. Some important effort and initiatives are given below -

- Celebration of Silpi Divas, Matribhasa Divas.
- Cerebration of death anniversary of Bharat Ratna Dr.Bhupen Hazarika on 5th November.
- Celebration of death anniversary of Lakheswar Brahma on 2nd September.
- Celebration of Fateha-E-Dwaz Daham
- Organization of college week and Freshmen social day

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

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

Bijni College takes initiatives and efforts in inculcating the constitutional spirit within the members of the college. Some of the initiatives are listed below -

- Rashtriya Ekta Divas celebration organized by NSS, Bijni college unit on 31st October, 2020. (Online)
- Constitution day celebration organized by NSS Unit, Bijni College on 26th November, 2020. (Online)

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

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

C. Any 2 of the above

**teachers, administrators and other staff 4.**  
**Annual awareness programmes on Code of Conduct are organized**

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

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

The Bijni College shows its efforts through the celebration of commemorative events and festivals. Those are listed as follows -

**Commemorative Day and Events -**

1. Departmental Teachers Day, 5th September, 2020
2. Republic Day Observed in the college as well as participated in district celebration.
3. National Science Day, 28th February, 2021
4. World Environment Day, 5th June, 2021 (Online)

**Festivals -**

1. Saraswati Puja
2. Pre-Christmas

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

**7.2 - Best Practices**

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

**Best Practices: I Title - Intensive Interactive Learning (IIL)**  
**Objective -** The Chief objective of these practices is to impart experiential and participatory learner centric education besides incorporating leadership skills in the learners.  
**Context:** The need of the IIL is boasted by the present requirements of employability and eligibility for progression into higher education. The academic cell initiated organizing workshops on research methodology and other pedagogic aspects followed by publication of wall magazine and organizing departmental seminars.  
**The Practice :** The administration with the consent of GB arranged the necessary technical support followed by the co-operate of the departments.  
**Evidence of Success :** Through temporarily affected by the lockdown, ever year most of the departments are practicing the same and discovered huge seminars upgradation and enthusiasm among the learners.

**Best Practice - II Title - Induction Programme.** The Context : The newly admitted students are after unaware of the rules, infrastructure, course details, evaluation system etc.  
**The Objective :** To provide freshers information regarding the rules, practice, infrastructure, evaluation system academic and non-academic activities, scholarships, various cells etc.  
**The Practice :** After the admission process is over prior to the new academic session Induction Programmes are organized Centrally for both Arts and Science stream students and departmentally for honours students.  
**Obstacles faced :** Managing the large number of students. Lack of trained manpower.  
**Evidence of Success :** Students are in a better oriented.  
**Resources Required :** 1. Well planned approach. 2. An energetic and trained team. 3. IT tools.

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

### 7.3 - Institutional Distinctiveness

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

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 college in chirang district of BTAD, Assam. Situated within the solution foot hills of Bhutan-India border and

on the bank of River Dulani the campus consider of one hundred bigha (33.06 acre) of land with sufficient are of green coverage. The larger number of student community comes from reserve category of ST & SC besides almost fifty percent of women students from various communities like Bodo, Rajbnogshis, Nepali & Bengali etc. The students are mostly from socio-economic backward classes. The college has undergone the 2nd cycle of NAAC Accrediation with grade B+. it is provincialised with 12 (B) and 2 (f) status of UGC. It is also celebrated its GoldenJubilee in the year 2018-19.

Presently the college has both Arts and Science stream and Post graduation course in Assamese, Bodo and English besides having Skill training courses in collaboration with Govt. organisation like KELTRON. The college has well designed ICT classes, Complete labs and digital library with automation. Besides, the college also has well designed programmes like outreach activities, regular seminars, publications, project works, extra-curricular activities, mentoring-system career counselling etc. to promote exoperential and participatory learningto upgrade the employability of the students.

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

### 7.3.2 - Plan of action for the next academic year

1. Improving the computer students ratio by adding new computers.
2. Addition of more ICT classroom.
3. Doing MOUsboth for faculty and students exchange programmes and extension activities.
4. Adding more PG Courses and separate the departmental blocks.
5. To improve Intra- campus pathwayconnectivity and campus maintenance system.
6. To boast campus employment availing the opportunity in neighbouring industry.
7. Organising webinars and expedite publications.