



**ACADEMIC & ADMINISTRATIVE AUDIT (AAA)  
of  
BIJNI COLLEGE, CHIRANG, ASSAM**

**REPORT (2022-23)**

**Submitted by**

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**REPORT OF ACADEMIC & ADMINISTRATIVE AUDIT (AAA)  
BIJNI COLLEGE, BIJNI**

**1. Preface**

Bijni College invited Dr. Satyendra Nath Barman, Principal, B. Borooah College, Guwahati for Academic and Administrative Audit (AAA) of the College vide letter No. BC/11(A)/IQAC/AAA/2022-23/851-A dated – 26-05-2023. Dr. Barman visited the College on 10-06-2023 and conducted the detail audit through (i) Visits to the administrative sections, academic Departments, various infrastructure Facilities, Library, Canteen, Sports facilities and other activities of the College and (ii) Series of meetings with all the stakeholders (Teachers, Students, Alumni, Management Committee, Non-teaching members, Parents, Administration, NSS, Clubs etc.) of the College. The AAA report is prepared based on the observations and feedback received during the visit.

**2. Programme schedule of the AAA visit**

The programme schedule of the AAA visit which was prepared in consultation with the Principal of the College is provided as below.

Time	Programme
10:30 am	<b>Welcome meeting with Principal and others</b>
10:40 am	<b>Presentation of Report by the Principal of the College</b> <i>(The report covers the brief introduction of the college with highlight of the important aspects covering key indicators of NAAC accreditation viz., (i) Curricular Aspects; (ii) Teaching- Learning and Evaluation; (iii) Research, Innovations and Extension; (iv) Infrastructure and Learning Resources; (v) Student Support and Progression; (vi) Governance, Leadership and Management; (vii) Institutional Values and Best Practices)</i>
11:40 am	<b>Visit to the selected Departments</b> <i>(The AAA team interacted with the faculty, staffs and students to understand the status concerning Criteria #1, #2 and #3 of NAAC manual)</i>
1:40 pm	<b>Visit to Library, Canteen, Sports facilities, other activities</b> <i>(with special reference to Criteria #4, #5 and #7 of NAAC manual)</i>
2:30 pm	<b>Interaction with different stakeholders represented by management, teachers, non- teaching staffs, students, alumni, and society</b> <i>(with special reference to Criteria #5, #6 and #7 of NAAC manual)</i>
3:20 pm	<b>Meeting of AAA team and Preparation of AAA report</b>
4:00 pm	<b>Submission of AAA report and Exit meeting</b> <i>(in presence of Principal, Teachers, IQAC Coordinator)</i>

### **3. The AAA Report**

The AAA Committee member critically analysed all the inputs gathered during the visit and prepared this report for consideration of Bijni College.

#### **3.1 Bijni College: A brief overview**

Bijni College, established in 1969, has been accredited by NAAC (B<sup>+</sup>) and has been recognised by UGC under 2(f) and 12(B) of the UGC Act and affiliated to Bodoland University. Primarily Bijni College offers Bachelor of Arts Honours (B.A. Honours) programme in Nine subjects viz., Assamese, English, Economics, Political Science, Education, Philosophy, Bengali, Bodo and History; BA Regular Programme. The College also offers Bachelor of Science Honours (B.Sc. Honours) programme in Chemistry, Physics, Zoology, Botany and Mathematics as well as B.Sc. Regular programme. In addition to the above, Post - Graduation courses in Three language subjects – Assamese, English & Bodo are also available for the students within the campus. The college also offers Higher Secondary (10+2, Arts & Science stream) under Assam Higher Secondary Education Council. Bijni College may also continue the earlier Study Centre of Krishna Kanta Handiqui State Open University (KKHSOU).

At present College has 06 Associate Professors, 34 Assistant Professors and 17 teachers in Non-Sanctioned positions.

The College, affiliated to Bodoland University, is located in a rural campus occupying about 52609.1 square meter land in Bijni Development Block under Chirang District of Assam. The buildings and infrastructure of Bijni College, endowed with natural vegetation, makes the campus attractive and have potential to be an ideal space for learners.

#### **3.2 Curricular, Teaching Learning and related aspects**

Curricular of the College is taken care by the 14 Departments (viz., Assamese, Bengali, Bodo, Botany, Chemistry, Economics, Education, English, History, Mathematics, Philosophy, Physics, Political Science and Zoology). The notable points pertaining to the Curricular Aspects are presented below.

**3.2.1** The academic calendar/plans (including allotment of the courses among the Faculty members, preparation of the Class Time Tables, Evaluation Plans) are prepared by individual Departments in accordance with the Academic Curriculum of the Affiliating University (Bodoland University) at the beginning of the academic

session. This is a common practice by all the Departments of the college and department level meetings are organized for this purpose.

- 3.2.2** Enrichment of the curriculum through students' seminars, workshops, fieldworks, and projects are almost common among all the Departments.
- 3.2.3** Expertises and specialisations of individual Faculty members are taken into consideration while allotting the courses among the Faculty members.
- 3.2.4** The Faculty members of all the 14 Departments regularly participate in Assessment/Evaluation of examinations as per the directive of the Bodoland University
- 3.2.5** It is reported that Choice Based Credit System (CBCS) has been implemented by all the 14 Departments.
- 3.2.6** Short-term capacity building courses are also offered from time to time for the benefits of the students. Some of the courses as reported have been in the areas of (i) Skill of participating in Group Discussions, (ii) Yoga and Meditation, (iii) Computer Application, (iv) Computer Networking and Email Handling, (v) Nursery Management & Mushroom Cultivation, (vi) Beauty and Wellness.
- 3.2.7** Uses of ICT in teaching, provisions of tutorial classes, remedial classes doubt clearing sessions are also common in the College.
- 3.2.8** Students are encouraged to join co-curricular activities by all the Departments. College has a well-organized NSS unit which organizes co-curricular activities regularly.
- 3.2.9** There are variations in the intake capacity of students among the Departments. Increase in the intake seat capacity has happened during the last two years. Departments, where enrollment is relatively less, are aware about the urgent requirements of increasing the enrollment.
- 3.2.10** Number of students appearing in the respective final examination remain less than the admitted/enrolled students – almost a common feature for all the Departments. Prevalent socio-economic conditions of the region are considered as the contributing factors for this phenomenon. College and Departments are keen to analyse and address this issue urgently through stakeholders' intervention. Regular follow-up of the progress of the individual students has been suggested as the proposed measure by some of the Departments.
- 3.2.11** In general, pass percentage of students is encouraging. Moreover, there are also University rank holders among the students of Bijni College.

### 3.3 Faculty, Research, Innovations and Extension

The general status of Bijni College in terms of the human resources (Faculty), Research, Innovations and Extension appears good. Some of the high points are noted as below.

- 3.3.1** There are 16 Faculty with PhD degrees obtained from reputed Universities, out of 50 full time Faculty members engaged in teaching and research activities of the College. In general, highly experienced faculty members are available in all the Departments. At present two of the faculty are engaged in PhD under Gauhati University.
- 3.3.2** A total of 18 research publications (UGC approved Journals) are published by the Faculties belonging to several Departments (viz., Economics, Education, English, History, Physics, Political Science and Zoology) during the last Five Years with a variation of numbers among the Departments. Similarly, 176 other publications (including Books and Chapters in Edited volumes/books, papers published in national/ international conference proceedings) are credited by the Faculties of twelve Departments (viz., Assamese, Botany, Chemistry, Economics, Education, English, History, Mathematics, Philosophy, Physics, Political Science and Zoology) of Bijni College during last Five Years.
- 3.3.3** The college is also active in organizing extension activities covering important areas like *Swachhata Abhiyan*/Cleanliness, Awareness on Yoga, Awareness on AIDS, and Awareness on legal provision against sexual harassment, Teachers' Training. The College observes the World Disabled Day, World Environment Day, National Voters Day, Students Day, Shilpi Divas, Rabha Divas, Yoga Day etc. and all major events of regional and national importance.
- 3.3.4** College actively collaborates with in several academic organizations beyond the campus informally as well formally. In this context, 16 MoUs signed during the last five years are reported in Table 2 details are available in College website.

**Table 2: MoUs signed during the last five years**

Organisation with which MoU is signed	Year of signing MoU
Bhabanipur Hastinapur Bijni College	November, 2022
Dimoria College	November, 2022
U. N. Brahma College	December, 2022

Abhayapuri College	December, 2022
M/S Viki Enterprise	February, 2023
Abhayapuri College	April, 2023
Manikpur Anchalick College	June, 2023
Bijni Bandhab H.S. School (Dept. of Mathematics)	June, 2023
Bijni Bandhab H.S. School (Dept. of Chemistry)	June, 2023
Bijni Shishu Kalyan High School	June, 2023
Agastya International Foundation	June, 2023
Bilasipara College	June, 2023
Kokrajhar Govt. College	June, 2023
Nabajyoti College	June, 2023
Anandaram Baruah Academy Sr. Secondary School	June, 2023
Bengtol College	May, 2023

College has plan to increase the collaborative academic engagement in future for the benefits of students, specially for effective implementation of NEP 2020.

### 3.4 Infrastructure and Learning Resources

There are buildings and related infrastructure supporting the teaching-learning activities of the College. Some notable highlight of the available infrastructure and learning resources are mentioned as below.

- 3.4.1** Major infrastructural facilities available in the College includes well maintained and equipped rooms for (i) administrative units (including Office of the Principal and Vice Principals), (ii) well delineated academic Departments, (iii) teaching blocks with adequate number class rooms, (iv) rest-room facilities for students, (v) drinking water facilities, (vi) large capacity meeting hall, (vii) sports facilities (both indoor and outdoor), (viii) Canteen, (ix) Hostels (for girls) (x) Library, (xi) Computer centre, (xii) Offices for IQAC, NSS, Scout & Guide, Career Guidance and Counseling Cell.
- 3.4.2** Faculty members (designated Faculty in-charges) under the leadership of the principal of the college actively participate to ensure operation and proper maintenance of the available infrastructure facilities.
- 3.4.3** In addition to fulfilling the requirements of the students at the College, the uses of the sports facilities are also extended to outsiders for some sports events.
- 3.4.4** Computers are also made available to the individual academic Departments for various academic and office works besides the centrally located Computer Centre.
- 3.4.5** The College keeps provision for annual maintenance by contracts with various vendors for the maintenance of IT infrastructure, physical facilities, electrification,

and water purification.

- 3.4.6 The Library is well equipped with books and managed by competent manpower and updated management and supervision system. In addition to the centrally located library, Departments are also maintaining sectional libraries.
- 3.4.7 The College is also keen to update the available software regularly and protect using anti-virus software.
- 3.4.8 The collection of rare and economically significant plant species as learning resource, display of Books authored by the Faculty members, provision of wall magazines, plantations etc are considered as good academic practices in the college campus besides the keen interest of the students to keep the campus green and clean.

### **3.5 Student Support and Progression**

The College is aware about the importance of additional support and care required for the progression of its students. This is especially important due to the challenging socioeconomic ambience prevalent among majority of the learners' families. Effort of the College and its outcomes in this aspect are highlighted as below.

- 3.5.1. Faculty members encourage the students to pursue higher study. As a result of which adequate number of graduated students from all the 14 Departments are reported to enroll in the Higher Education Institutes (HEI) for attaining higher degree such as B. Lib, B.Ed., D. El. Ed, BT (DIET), LAW, PGDCA, MBA and MA, MSc etc.
- 3.5.2. Faculty members also encourage the students for various competitive examinations. Students belonging to the Departments of Assamese, Education, Political Science and English have been found qualifying the National Eligibility Test (UGC) in recent time.
- 3.5.3. Similarly, it is reported that graduating students belonging to different Departments have been successful in qualifying competitive examinations including SET and TET.
- 3.5.4. There are provisions of financial assistances for the topper of the Departments.
- 3.5.5. There are 39 successful students of Bijni College qualifying for the Ishan-Uday Scholarship (Govt. of India Scholarship).
- 3.5.6. College has record of placements of 16 students in different places including Government Sector (School, Police Department, etc.) and Non-Government and Banking Sectors in recent times.
- 3.5.7. College felicitates the meritorious students and achievers, also arrange to publicize

through displaying in public notice, social media etc.

- 3.5.8.** College has plan to encourage students' participations in various Clubs mentored by Faculty members.

### **3.6. Governance, Leadership and Management**

The Governance and management of the College are well structured. There is Governing Body of the College comprising of President, Principal, Local MLA, University nominated members, Librarian, Teacher and Employee representatives and parents as per guidelines of the Govt. of Assam, Higher Education Department. Some notable points pertaining to the Governance, Leadership and Management are presented below.

- 3.6.1.** Principal of the College takes the key responsibility to lead all the affairs of the College with well-coordinated action plan.
- 3.6.2.** College has clear-cut Vision and Mission Statements well displayed for all stakeholders in the college website.
- 3.6.3.** College has rationally prepared financial budget and all expenditures are appropriately audited.
- 3.6.4.** Regular meetings of Governing body are convened to discuss all the key issues of the functioning of the College.
- 3.6.5.** There are also various decentralized committees in the College to look after various academic and administrative affairs including purchase, maintenances of the infrastructure and campus beautification.
- 3.6.6.** The student Union of Bijni College is active and works in coordination with the College administration.
- 3.6.7.** College has provision for Faculty members to provide financial support to attend conferences/workshops and towards membership fee of professional bodies.
- 3.6.8.** College supports professional development programmes for the teaching fraternity in the key areas required for quality improvement. Information regarding Faculty members successfully completing Faculty Development Programmes (FDP) in the areas of ICT, Pedagogy, MOOCS, E-Content development, human rights, is available in the faculty profile uploaded in the college website.
- 3.6.9.** Bijni college has good Alumni network which is contributing to the progress of the College.



### **3.7 Quality Assurance, Community engagement/Outreach, Best Practices**

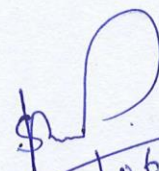
The College is keen to upkeep its quality in all the affairs of its functioning. It has an active Internal Quality Assurance Cell (IQAC) to monitor and assure quality. IQAC organizes programmes in association with the academic Departments, Cells and College Authority from time to time which is reported on the website of the College. College has a dynamic website for benefits of the students and all stakeholders. College is keen to conserve resources, promote renewable energy, and environment friendly sustainable practices. College observes all major events of national importance with the participation of students and Faculties.

Cordial teacher-students' relationship while executing curricular and co-curricular activities including special club to promote healthy practices is one of the best practices. Strict adherence to the academic plan, progressive adoption of ICT in teaching, regular student mentoring, overcoming the challenges showing team spirit (particularly during recent lock-down) are some of other notable practices of the College. Faculty members' involvement in publishing books (by reputed publisher) including textbooks is laudable. College shares its facilities for uses of public importance such as health camp, flood relief camps etc.

#### **Recommendations**

1. College has progressed nicely despite of the inherent challenges arising out of regional disadvantages caused by poor economy of the region. A comprehensive long-term plan to attract best talents from other regions along with the plan to nurture the students of the region is expected to enhance the quality further.
2. The College has Department level academic plan in line with the schedule of the affiliated University. Department specific action plan aiming to increase (i) quality publications profile and (ii) learners' performance further may be useful. The existing collaboration (MoUs) and new initiatives to collaborate with other Colleges might be useful to overcome college level challenges.
3. College shall take pro-active measures to reduce the cases of discontinuing of study by the enrolled students. Awareness programme among the parents may be helpful.
4. College has well placed Alumni network. Enhanced alumni engagement is recommended to get the benefits of better visibility and encouraging the current batches of students.

5. Pro-active actions by students' units including Students union, NSS/NCC for supporting healthy and environment friendly practices inside and outside campus including hostel premises, with wide publicity as means of awareness, are recommended.
6. College has land and building infrastructure in a rural area. College authority may consider for optimum utilization of these resources through short-term and long-term plans without compromising the requirements of primary uses. Revenue generation may also be considered in such plan so probable fund related uncertainty for maintenance may be taken care.
7. Upgradation of ICT facilities including Wi-Fi bandwidth, software may be examined.
8. Efforts of the Faculty Members for externally funded research projects deserve appreciation and recommended to continue.
9. Vocational courses for women suiting the local needs including handicraft sector is recommended.
10. Online mode of Feedback from different stakeholders may be implemented
11. Coaching activities for students aiming to enhance the success in the competitive Examinations may be explored. Support from Alumni or Industries may also be explored.
12. There may be policy for supporting Faculties to attending Conferences/Seminars/FDP.
13. RFID based digitalization of the central library of the college.
14. Safety issues like fire extinguishers to be placed in some selected areas.
15. Best practices of individual departments should be identified and need to be institutionalized.

  
10/06/2023

**(Dr. Satyendra Nath Barman)**