YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1. Name of the Institution   BIJNI COLLEGE, BIJNI

- Name of the Head of the institution   DR. Birhash Giri Basumatary

- Designation   Principal

- Does the institution function from its own campus?   Yes

- Phone no./Alternate phone no.   03668295025

- Mobile No: 9435023057

- Registered e-mail   iqac@bijnicollege.ac.in

- Alternate e-mail   bijnicollege@gmail.com

- Address   Bijni Town, Ward No. 4, P.O. - Bijni, Dist - Chirang, (BTC) Assam 783390

- City/Town   Bijni

- State/UT   Assam

- Pin Code   783390

2. Institutional status

- Affiliated / Constitution Colleges   Affiliated college

- Type of Institution   Co-education

- Location   Semi-Urban

- ◆ Financial Status   **UGC 2f and 12(B)**

- ◆ Name of the Affiliating University   **Bodoland University**

- ◆ Name of the IQAC Coordinator   **Dr. Arup Sarkar**

- ◆ Phone No.   **03668295060**

- ◆ Alternate phone No.   **0366829025**

- ◆ Mobile   **8638884904**

- ◆ IQAC e-mail address   **iqac@bijnicollege.ac.in**

- ◆ Alternate e-mail address   **iqacbijnicollege@gmail.com**

3. Website address (Web link of the AQAR (Previous Academic Year)

https://bijnicollege.ac.in/aqar-for-the-session-2021-2022/

Yes

4. Whether Academic Calendar prepared during the year?

- • if yes, whether it is uploaded in the Institutional website Web link:

https://bijnicollege.ac.in/academic-calendar-2022-23/

5. Accreditation Details

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**

6. Date of Establishment of IQAC   **16/10/2004**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**0**	**0**

8. Whether composition of IQAC as per latest NAAC guidelines   **Yes**

- • Upload latest notification of formation of IQAC   [View File]

9.No. of IQAC meetings held during the year   **4**

- ◆ Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   **Yes**

- ◆ If No, please upload the minutes of the meeting(s) and Action Taken Report   No File Uploaded

10. Whether IQAC received funding from any of the funding agency to support its activities during the year?   **No**

- If yes, mention the amount

11. Significant contributions made by IQAC during the current year (maximum five bullets)
  1. Organising Central as well as Department level induction programme.
  2. Making MoU's with other institutions and NGO's followed by exchange activities.
  3. Organising seminars, workshop, talks and FDP's.
  4. Conducting internal and external academic audits.
  5. Initiating many environments friendly measures followed by reception of Beset College Eco Club award and Tobacco free certificate from concerned authority.

6. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
To organize central and department level Induction Programme at entry level	Twelve induction programme by different departments, Cell and NSS were conducted.
To organise seminars, workshop and FDP's.	Five seminars, one FDP and six workshops organized.
To expedite exchange programme through MoU's.	Total sixteen MoU's were conduct between the College and its cells with other institutions and NGO's followed by exchange activities.
To expedite Eco friendly initiatives.	Four Environment related workshops, one National Seminar, No Automobile Day, World Wildlife Week, one awareness programme, eight plantation programmes, three cleanliness programmes, one programmes on campus bird counting, Waste management drives, preparation of organic manure, one lecture on Environmental issues etc. were organize successfully. The College has also won Best Eco Club recognition from Assam Science Technology and Environment Council, Govt. of Assam.
To organise FDP's.	One FDP related to NEP was organized.
To organise workshop on Research Methodology.	One workshop on Research Methodology for PG students was organised.
To publish quality Wall Magazines.	All the departments (14) published Wall Magazines.
To organise departmental study tours and field works.	Six department organised study tours and field works.

To organise rallies for the promotion of indigenous culture and awareness on important issues.	One cultural rally participated by 14 departments, one rally of youth by NSS, one G-20 rally by NSS, one cycle rally by the college on Chirang District Day, one cycle rally on 'Rastriya Ekta Diwas' etc. were successfully organised.
To expedite career counselling and employment initiatives.	Two Career Counselling programmes and one Campus Recruitment Programme were organised.

To expand the Central Library.	Library building has been expanded increasing the accommodation of large reading and stacking space.
To expand the Canteen facility.	The existing Canteen infrastructure has been considerably expanded.
To construct more pavements/ campus path.	One/two Block pavements has been constructed.
To enrich ICT infrastructure.	New ICT equipment purchased.
To increase student-computer ratio.	New 22 computers have been purchased.
To open girl's gymnasium.	Girl's gymnasium has been opened.
To conduct academic audit.	Internal and External Academic Audits were conduct.

7. Whether the AQAR was placed before statutory body?　　　　**Yes**

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	23/11/2024

8. Whether institutional data submitted to AISHE

Part A	
Data of the Institution	
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* Name of the statutory body

Name	Date of meeting(s)
Governing Body	23/11/2024

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021	27/02/2024

15.Multidisciplinary / interdisciplinary

Bijni College, Bijni is affiliated to Bodoland University, Kokrajhar and follows the curriculum of the University. Therefore, as per the affiliated university, the College has implemented multi-disciplinary subjects in as per NEP-2020 for the all-round development of the students.

Presently, the College has two streams, namely, Science and Arts. The student has the choice of selecting any course available through these streams. In further, the College planes to open Commerce Stream and some Skill subjects as per add on courses to expand the concept of Multidisciplinary/Interdisciplinary education.

16. Academic bank of credits (ABC):

As per the guidelines of its affiliating university (Bodoland University), BIjni College has already initiated the process of ABC. The College has already collected and submitted the required student related data to the University for the Implementation of ABC.

17. Skill development:

Further as per NEP curriculum the College also offers Skill enhancement course on **Value Added Course (VAC)** 1. Selected texts on River and Water in Bodo Literature (Bodo), 2. Sustainable Development (Economics), 3. Value & Ethics (Pol. Science), 4. Basic Eco-Tourism (Zoology) **Skill Enhancement Course (SEC)-** 1. Dance forms of Assam (Assamese), 2. Practical Bengali-1, 3. Introduction to Translation Studies and Practice, 4. Economics of Sericulture, 5. Communication Skill, 6. English Language Teaching, 7. Introduction to Archaeology, 8. Professional Ethics and Insurance, 9. Legislative Procedure, 10. Mushroom Culture, 11. Basic Analytical Chemistry, 12. HTML and Web Designing, 13. Instrumentation Skills in Physics-I, 14. Non-Mulberry Sericulture (Zoology)

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

Besides, the Indian Knowledge system, culture and Arts have also been incorporated into NEP curriculum for the affiliating University. To sensitize the students in this context the College organises cultural rallies, awareness programmes, seminar etc. foregrounding Native cultures and traditions. The College also has a Yoga centre promoting the practice and importance of yoga. There is also a museum named 'Museocraft' in the college showing the indigenous culture, practice and tools and crafts.

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

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The programmes and their courses have been designed by the
affiliating university. The outcome programme and course are well
defined in the syllabus by the university. These outcomes are
communicated to the stakeholders and monitored periodically by the
college. In this regard Induction programmes and formative
evaluation system is carried out regularly by the College
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20.Distance education/online education:

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The central library of Bijni College is also fully digital which
have expedited the goal of online education. The IQAC also
organises FDP's imparting framing to upgrade skill of online
teaching. The College assist the students in availing SWAYAM Course
as well. The College also has the study centre of Krishna Kanta
Handique State Open University (KKHSOU) imparting its UG and PG
programmes.
```

Extended Profile

1.Programme

1.1   **19**

Number of courses offered by the institution across all programs
during the year

File Description	Documents
Data Template	[View File](#)

2.Student

2.1   **2549**

Number of students during the year

File Description	Documents
Data Template	View File

2.2   **895**

Number of seats earmarked for reserved category as per GOI/
State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3   **264**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3. Academic

3.1   **58**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2   **36**

Number of Sanctioned posts during the year

Extended Profile

1. Programme

1.1 Number of courses offered by the institution across all programs during the year	**19**

File Description	Documents
Data Template	View File

2. Student

2.1 Number of students during the year	**2549**

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**895**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**264**

File Description	Documents
Data Template	View File

3. Academic

3.1 Number of full time teachers during the year	**58**

File Description	Documents

Data Template	

03-08-2023 10:50:59

3.2 Number of Sanctioned posts during the year	**36**

File Description	Documents
Data Template	<u>View File</u>

4.Institution

4.1 Total number of Classrooms and Seminar halls	**47**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**11717438.00**
4.3 Total number of computers on campus for academic purposes	**111**

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 than 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	**No File Uploaded**
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 subjected 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	[View File](#)
Link for Additional information	https://bijnicollege.ac.in/academic-calendar-2022-23/

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

B. Any 3 of the above

process of the affiliating University

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

1.2 - Academic Flexibility

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

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

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)	View File

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

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

5

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)	View File

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

5

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

5

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

1.3 - Curriculum Enrichment

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

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

14

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)	<u>View File</u>

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

529

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

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

D. Any 1 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)	View File

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
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

1015

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

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

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

922

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

The college 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 at college level and at department level. The facilities in the college and the scope of the subjects being learnt are introduced in these programmes.

Strategies adopted for slow learners: -*Remedial Classes are conducted to improve the academic performance of the slow learners. This practice helps the 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. Bilingual explanation and discussions are imparted to the slow learners after the class. Provisions of study materials are also available to the slow learners.*

Special Coaching classes for the advanced learners are conducted to secure University Ranks. Special Coaching is given in Skill Development Programmes like Communicative English, Aptitude and Reasoning. Advanced learners are encouraged to enroll in MOOC Courses like Swayam. 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. Participation by the students in Debate, Group Discussion, Problem Solving, and Quiz Programmes are also encouraged. Talented students are motivated to participate in extra-curricular activities, exhibitions and cultural competitions.

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
2549	**62**

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

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

The college conducts various student centric activities throughout the year to become the learning 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 wall Magazines, 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, NSS Day, Science Day, Bodoland Day, Matribhasa Divas, Silpi Divas and Anniversaries of national heroes are celebrated.

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

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- 20 Projectors are available in different classrooms, Computer Lab, Conference Hall, Auditorium etc.*
- *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- One seminar hall is equipped with all digital facilities.*
- *Smart Board- Six 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 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.*
- *Video lecture- Recording of video lectures is made available to students for long term learning and future referencing.*

Online competitions- Various technical events and management events such as Poster making, Project presentations, Quiz, Debates, Paper Presentations etc. are being organized with the help of various Information Communication Tools.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**Nil**

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

62

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	**No File Uploaded**
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

41

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	View File

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

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

17

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)	View File

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

62

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

College is affiliated to Bodoland University and hence, follows its rules and guidelines regarding the assessment and evaluation process of performance of students. The same is communicated to the students. The internal assessment is carried out in a systematic manner for theory courses, laboratory courses, 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. Thus, students know about the dates of sessional tests, submission of assignments well in advance and hence, can plan accordingly. The dates and schedule of internal assessment of laboratory courses, and project are displayed through the notices to the students well in advance. For theory sessional assessment, the question papers are prepared at the department level with reference to old question paper/question bank/book followed by faculty members. Question paper is prepared by individual faculty/ faculty members

teaching the same subject. 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, 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	**Nil**

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

College follows strictly the guidelines issued by Bodoland University while conducting internals and end semester examinations. For conducting the internal assessment test, a department level committee is constituted. Two internal assessment tests are conducted each semester at department level. Time table for test is prepared well and communicated to the students earlier. A proper seating plan is followed for internal assessment tests and it is displayed on the notice board. 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. After preparing the assessments report by faculty it is shown to HoD and a copy is submitted to the department. 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 after resolving the grievances in question paper is intimated immediately to the students. After examination, the answer scripts are evaluated by the faculties 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. University declared the result of

challenge evaluation after completing the process on university website.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

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	https://bijnicollege.ac.in/programme-outcome-and-course-outcomes/
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 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 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.*
8. *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	https://bijnicollege.ac.in/programme-outcome-and-course-outcomes/

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

483

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
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)

https://bijnicollege.ac.in/students-satisfaction-survey/

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)

0

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)	View File

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
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

5

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)	View File

3.2 - Research Publications and Awards

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

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

1

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers

published in national/ international conference proceedings per teacher during the year

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

66

File Description	Documents
Any additional information	<u>View File</u>
List books and chapters edited volumes/ books published (Data Template)	<u>View File</u>

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

The Extension Activities that's carried out in the neighbouring communities increase the knowledge of students of the plantation and cleanliness which help them in future for their progress. These activities also create awareness among the communities to save environment. It also developed their will power to help others. These types of activities sensitize students and also the neighbouring communities which is very helpful for sustainable development.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year(Data Template)	<u>View File</u>
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

17

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)	<u>View File</u>

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

417

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)	

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

5

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

4

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	

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college provides sufficient infrastructure for maximum utilization of its facilities for students as well as faculty members and non-teaching staffs. The infrastructure and physical facilities for teaching –learning is listed below-

1. *College Central Library with about 35298 Text books and*

reference books, 16 Journals
2. *Small Departmental Libraries = 14*
3. *General Class Rooms = 27*
4. *Honours Classrooms with Projectors = 11*
5. *ICT Smart Classrooms = 6*
6. *Departmental Laboratory = 8*

(Physics=2; Botany=2; Zoology=2; Chemistry=1, Education=1)

1. *Computer Lab = 4*

(Library Lab-1 & Lab-2; Physics Lab, Computer Lab)

1. *ICT Enabled Conference Hall = 1*
2. *Boys Hostel = 1*
3. *Girls' Hostel = 2*
4. *Botanical Garden = 1*
5. *Fishery Tank = 1*
6. *Vermicomposting Unit = 1*
7. *College Canteen = 1*
8. *NSS Unit*
9. *Football Playground*
10. *Volleyball Court*
11. *Bicycle & Car Stand*
12. *Girls' common room*
13. *Boys' Common Room*
14. *Safe drinking water plants*
15. *Gymnasium Hall*
16. *U C Das Memorial open stage*
17. *Toilets and Urinals with free running water separately for boys and girls*
18. *Study Centre of K.K. Henrique State Open University*
19. *Study Centre of IDOL, Gauhati University*

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://bijnicollege.ac.in/facilities/

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

The Cultural activities of the College is supervised by the cultural cell in collaboration with the cultural Secretary of

Bijni College Students' Union. There is an open stage and an auditorium which are mostly used to organize various cultural programmes and competition besides having its own set of sound system. Cultural activities range from annual college week competitions, participation in inter college competitions to occasional arrangement of cultural activities both in department level and institutional level. The College has a sports instructor to regularly supervise sports and games activities supervised by sports cell in collaboration with college Student Union Body. There is an Outdoor Sports ground and a gymnasium to facilitate the related activities. The College regularly organizes Annual College Week, Sports Competitions, and participates in inter college sports competitions.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://bijnicollege.ac.in/photo/

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

47

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

47

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)	

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)

117.18

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)	

4.2 - Library as a Learning Resource

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

- **As the Integrated Library Management Software (ILMS),**
- **The central college library is fully automated with SOUL 2.0 of version 2.0 and DSPACE of version 6.3 during the year 2017.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	http://117.211.77.152:8080/jspui/ http://117.211.77.152/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources   **B. Any 3 of the above**

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	**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)

0.79

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	

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

55

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	

4.3 - IT Infrastructure

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

The administrative building of the institution is having broadband Internet connection facilities. The departments and all the classrooms are having Wi-Fi connections. The ICT cell under IQAC supervise campus internet facilities and upgrades the required facilities. During this session, College websites has been upgraded and some important features are added. The Wi-Fi as well as lane connections are updated. The departmental teacher staff rooms are connected with broadband internet facilities. The college purchased new computers are added to the existing computer Lab. All departments have been provided one Desktop for doing departments office work. Two printers have been installed- one for Science departments and other one for Arts departments. The honours classrooms of the departments are provided with projects for attractive and smooth running of the audio-visual classes. Six new Smart rooms have been installed in the P.G. departments of Assamese, Bodo and English.

WI-FI COONECTIONS:

1. *OPTILINK*
2. *BSNL BHARAT FIBRE*
3. *LIBRARY WI-FI*
4. *LIBRARY INDOOR*
5. *LIBRARY OUTDOOR 1*
6. *BSNL ANAND 001*

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

4.3.2 - Number of Computers

99

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution   **A. ? 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

122.89

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)	

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 utilization 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 utilizations 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.

Utilization 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 utilization of Hostels and the College Canteen management committee actively supervises the proper maintenance and utilization 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 benefited by scholarships and free ships provided by the Government during the year

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

1389

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	

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

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

1389

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)	

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

167

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

167

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

68

File Description	Documents
Self-attested list of students placed	[View File]()
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

104

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	[View File](#)

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

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

NIL

File Description	Documents
Upload supporting data for the same	
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.

1

File Description	Documents
e-copies of award letters and certificates	
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)	

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)

Bijni College prioritizes student engagement in various academic and administrative bodies, fostering a participatory environment that empowers students and enriches their college experience.

*1. **Bijni College Students Union (BCSU):** The BCSU plays a pivotal role in representing student interests and organizing extracurricular activities. Elected through a general election, the union's portfolio holders, including the general secretary, oversee sports, cultural events, and other activities that contribute to the vibrant campus life at Bijni College. This body serves as a bridge between the student community and the college administration, ensuring that student concerns are addressed effectively.*

*2. **Grievance Redressal Cell:** Bijni College recognizes the importance of providing students with a platform to address grievances. The Grievance Redressal Cell is responsible for receiving and resolving student grievances promptly and impartially. Student representation in this cell ensures that student concerns are given due consideration, contributing to a harmonious campus environment.*

*3. **Anti-Sexual Harassment Cell:** In line with its commitment to ensuring a safe and inclusive campus, Bijni College has an Anti-Sexual Harassment Cell. This cell is dedicated to addressing complaints of sexual harassment and creating awareness about gender sensitization. Student representation in this cell highlights the college's commitment to providing a supportive and respectful environment for all students.*

*4. **Women's Cell:** Bijni College recognizes the importance of empowering women students and addressing their specific needs. The Women's Cell is actively involved in organizing activities and workshops aimed at promoting gender equality and women's empowerment. The active participation of women students in this cell reflects the college's commitment to fostering a gender-inclusive campus environment.*

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

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

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

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	**Nil**
Upload any additional information	**No File Uploaded**

5.4.2 - Alumni contribution during the year   **E. <1Lakhs**
(INR in Lakhs)

File Description	Documents
Upload any additional information	

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

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 imbibed 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. In keeping with the vision and mission the governance of the institution involves the following aspects.

· The institution encourages both the faculties and students to participate in the discussion on socio-economic, socio-political and scientific issues for the quality learning by providing platforms.

· The institution creates competitive academic infrastructure to cope with the modern-day world and provides skilled based course.

· The institution encourages and supports the faculties to participate in faculty development courses, seminars, workshops, talks etc. so that the faculties get refreshed and updated with new ideas.

· The institution arranges mentorship system which is helpful to the students for setting their goals. The appointed mentors identify the aspiration, potential and capabilities of the students and helps them in fixing their goals and objectives.

· The institution also arranges career counselling programmers by inviting reputed councilors which helps the students in choosing their careers as per their talent.

· The institution involves all the stakeholders in the management system which helps in developing leadership qualities among the faculties and students.

File Description	Documents
Paste link for additional information	https://bijnicollege.ac.in/mission-and-vision/
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.*

*In the management of the institution, the entire college
fraternity involves in various responsibilities. The authority
forms various committees and cells under IQAC and outside IQAC
for smooth functioning of the college administration.*

*The authority also decentralizes its power in the management of
academic activity. He appoints the academic head from among the
senior most faculties and given responsibility to supervise the
academic activities of different departments. He also appoints
the head of different departments for supervising and execution
of academic policies within their respective departments. The
faculties of the departments are also empowered to take
departmental decisions under the leadership of departmental head.
The Authority also delegates its power to the members of Bijni
College Academic Council to take decision and execution of the
same in the matter of academic activities of the institution. The
cell is also empowered to be the advisory body to the authority
in the matter of academic planning of the institution.*

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

*In the begging of the session, the institution makes annual
strategic planes that orients towards the vision and mission of
the college which are effectively deployed within the time frame.
During the session 2021-2022, the institution makes following
strategic plannings.*

· Enhancement of ICT based and ICT aided Classrooms

· Opening more PG Courses

· Introducing more Skill based Courses

- *Installation of Solar Energy Plant in the campus*

- *Enhancement of more Toilet Facilities in the campus*

- *Upgradation of library with RFID Technology*

- *Extension Library Building*

- *Extension of College Canteen*

- *Extension of Drinking Water Facilities*

Among those strategic plannings most of the plannings have been successfully implemented within the time framed and remaining plannings have been initiated by the institution.

Description of one activity that successfully implemented:

As per the strategic planning of 2021-22, one of the most significant is to enhance ICT based Classrooms, the institution renovated six classrooms and upgraded them to ICT based Classrooms having with the facilities of projector, interactive smart board, remote motorized screen, internet connectivity. The institution also upgraded seven conventional classrooms to the ICT assisted classroom having facilities with projector, screen & internet connectivity.

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 (GB), the Principal, Office Administration, Academic Administration, Library Administration, Students Union Body, the Internal Quality Assurance Cell (IQAC) and Other Functional Committees.GB is the highest decision- making body of the institution. The principal is the chief executive of the institution. He is responsible for executing

properly all the decisions taken by the GB and the instructions given by the Govt. officials and university. In 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, Vice-Principal, Academic In charge and Heads of the 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 body is responsible for conducting various socio-academic programs.
The IQAC is a significant body of the institution. It consists of Co-ordinator and Assistants coordinators. It is responsible for all quality matters of the institution.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	https://bijnicollege.ac.in/organogram/
Upload any additional information	**No File Uploaded**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination   **B. Any 3 of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Teaching :1. Free Health Check-up, 2. Recreation, 3. Save and Secured Workplace, 4. Drinking Water Facility, 5. Sanitization Materials, 6. Canteen, 7. Staff Common Room, 8. Outdoor and Indoor Sports Facilities, 9. Parking Area, 10. Library Facilities, 12. Departmental Rooms with ICT facilities, 13. Gymnasium, 14. Leave benefits as per Govt. of Assam, 15. Retirement benefit as per Govt. of Assam

Non-teaching: 1. Free Health Check-up, 2. Recreation, 3. Women friendly workplace (CCTV), 4. Drinking facility, 5. Sanitization materials, 6. Canteen facilities, 7. Outdoor and Indoor Sports Facilities, 8. Parking Area, 9. Library Facilities, 12. Gymnasium, 13. Leave benefits as per Govt. of Assam, 14. Retirement benefit 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

Nil

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

Nil

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

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

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

19

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)	

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

The institution has Performance Appraisal System (PAS) 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. The PAS of the institution presents with a prospect to contribute successfully to continuous professional development activities. In this system collection of self-appraisal report annually 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 annually by the Chartered Accountant. 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 transitions 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 Committee etc.

The institution mobilizes funds both from internal and external sources.

The External sources of the institution include-

· Rastriya Uchatttar Shiksha Abhijan (RUSA), Govt. of India

· NSS, Govt. of India

· *DWSC, Govt. of Assam*

· *DWPT & B, Govt. of Assam*

· *MSJ & E, Govt. of India*

· *Ishan Uday, UGC, Govt. of India*

The internal sources of the institution include-

· *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*

· *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

Practice-I: Organizing National and International Talks & Webinars, Conferences on Sustainable Development, Women Achievement & Empowerment& Literature

· Organized an International Webinar on Environmental Issues:

Risk, Management & Sustainable Development on 28th& 29th January, 2022, an International Webinar on Women on20th Century on 19th& 20th December 2021, an International Conference on Rethinking about Women Empowerment in Society & Literature on 28th&29th January 2022, an International Webinar on Research Methodology on 27th&28th November 2021, an National Level Talks on KhirerPutul by Abanindra Nath Thakur on 3rd December 2021, a State Level Talks on Bengali Literature of Northeast India on 27th& 28thNovember 2021.

Practice-II: Transforming College Campus into Green Campus

The IQAC, Bijni College initiated the plane and made MoU with an NGO, Maa Kamakhya Traders on Wastepaper Management on 28th December 2021. It also made MoU with Kanya Mahabidalaya on 19th February 2021 within the financial jurisdiction of the same. It also made MoU with Kokrajhar Govt. College -4th April 2022 for the same purpose. The institution dispatched wastepaper of the institution and collected from the other colleges on 3rd February 2022.

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	[View File](#)
Upload details of Quality assurance initiatives of the institution (Data Template)	**No File Uploaded**

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The vision and mission of the College for the promotion of

gender equity has been initiated through different measures to uplift the social status and all-round development of Women. Being a visionary for the promotion of equal rights and opportunities for women, the college continuously provides a foundation for discussion on gender related issues. In connection with achieving the mission and vision in this regard the college undertakes the following initiatives during the year.

· *The celebration of Women's Day.*

· *Installment of sanitary napkin dispenser inside the college campus and girl hostel.*

· *Self-defence training of girl students.*

· *Inter Institution Club Women Kabadi Competition.*

· *Organising STC on various vocations like Fashion Designing, House Keeping, Career Skill & Computer Automation Skills etc.*

· *Organising workshops on various topics like 'Gender equality today for a sustainable tomorrow'.*

· *Orginising District level consultation programme with adolescent and youth to promote child right in BTR region.*

· *Celebrating Girl Child Day.*

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**

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	**No File Uploaded**
Any other relevant information	[View File](#)

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The College has taken different initiatives to dispose degradable and non-degradable waste properly to maintain college environment. Some important steps are as follows–

Solid Waste management –

1. *Segregation of solid waste and placed in different bins after collection from classrooms and office.*

2. *The wastes are regularly collected. Biodegradable wastes are composed in pits to prepare manure for garden use.*

3. *Solid waste incinerator is used for non-biodegradable waste management*

Liquid waste management –

1. *Liquid wastes are disposed in soak pits which are collected through sanitary tank*

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 **D. Any 1 of the above**

bodies and distribution system in the campus

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File]
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **B. Any 3 of the above**

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**

File Description	Documents
Geo tagged photos / videos of the facilities	[View File]
Any other relevant documents	**No File Uploaded**

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities   **B. Any 3 of the above**

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

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

D. Any 1 of the above

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

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

The 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 SilpiDivas, Matribhasa Divas.

· Cerebration of death anniversary of Dr, Bhupen Hazarika on 5th November.

· Celebration of Fateha-E-Dwaz Daham

· Celebration of Milad Un Nabi

· Organization of college week and Freshmen social day

· Celebration of BTR Accord Day on 27th January, 2022.

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 –

1. *Azadi Ka Amrit Mahotsav celebrated by Eco Club, Bijni College on 4th to 10th Oct. 2021.*

2. *Rashtriya Ekta Divas celebration organized by NSS, Bijni college unit on 31ts October, 2020. (Online)*

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

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**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. *Republic Day Observed in the college as well as participated in district celebration.*
2. *National Science Day, 28th February, 2022*
3. *International Women Day, 8th March, 2022*
4. *World water Day, 22nd march, 2022*
5. *World Environment Day, 5th June, 2022*
6. *International Yoga Day, 21st June, 2022*
7. *International Day of Person with Disability Day, 3rd December, 2021*

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	[View File](#)
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

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

Best 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: Requirements of employability progression into higher education.

The Practice: The academic cell initiates organizing workshops on research methodology and other pedagogic aspects followed by publication of wall magazine and organizing departmental seminars.

Evidence of Success:

1. All the Departments internalised and implemented the process.

2. Rise of Enthusiasm, experiential and participatory zeal among the students.

Problems Encountered:

1. Initial reluctance of students.

2. Non availability of resource person.

3. *Lack of technical support.*

Best Practices: II

Title *– Environment Friendly initiative: Towards a sustainable posterity.*

Objective *– Promotion of eco-friendly principles and practices.*

Context– *Global and local environmental degradation.*

The Practice– *Adoption of clean and green campus policy which is implemented through various Cells and Committees with proper action plans. Organizing Seminars, Webinars, Talks, Awareness Camps, Workshops, plantation drives, waste management measures, steps for alternative source of energy etc.*

Evidence of success–

1. *Improvement in its green cover.*
2. *Alternative solar energy.*
3. *Vermi-compost and organic manure production.*
4. *Awards by central and state Govt. agencies.*

Problems Encountered–

1. *T Fund crunch.*
2. *Busy academic schedule.*
3. *Resources Required:*
4. *Manpower.*
5. *Technical tools.*
6. *Infrastructures.*
7. *Fund.*
8. *Plan and policy*

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

Institutional Distinctiveness

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 considers 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 socio-economic backward classes. The college has undergone the 2nd cycle of NAAC Accreditation with grade B+. it is provincialized with 12 (B) and 2 (f) status of UGC. It is also celebrated its Golden Jubilee 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 experiential and participatory learning to upgrade the employability of the students.

7.3.2 - Plan of action for the next academic year

1. Creating appropriate environment and infrastructure for the implementation for NEP.
2. Accomplishing the 3rd Cycle of NAAC Accreditation.
3. Expediting Research activities and publication.
4. Organising seminars, workshop and FDP's.
5. To improve intra-campus pathway connectivity.
6. To improve hostel provisions and infrastructure.
7. To improve provisions for more classrooms.
8. To expedite Skill course and career counselling and employment initiates.

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