



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/wp-content/uploads/2022/11/AQAR-2020-21.pdf>

4. Whether Academic Calendar prepared during the year?

Yes

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

<https://bijnicollege.ac.in/academic-calendar-2021-22/>

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 3

- 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. Solar Energy Plant installation and Waste Paper mangement. 2. Upgrading ICT facilities. 3. Boosting publication of Books, Journal and Conference Proceedings. 4. Organising National and International Talks, Seminars, Webinars, Conferences and Workshops. 5. Organising Short Term Skill courses.

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

Plan of Action	Achievements/Outcomes
To organise National and International Talks, Seminars, Webinars and Conferences	Three International Webinars, One International Conference, One International Talk, Two National Talks, One State Level Talk, One State Level Workshop, One National Interactive Talk have been organised successfully.
To organise departmental workshops on Research Methodology followed by Departmental Seminars and publication of departmental wall magazines	Six departmental workshops, 4 departmental seminars and 5 departmental wall magazines have been published.
To expedite publications	Four ISBN books and Four webinar proceedings have been published
To enhance ICT based classrooms	Six new ICT assisted classrooms with smart interactive boards, seven new assisted classrooms with projector have been activated.
To organise Induction programmes at entry level	Induction programmes were held centrally by the IQAC and at department levels by all the departments(14).
To open more PG programmes	New PG programme open in Bodo.
To organise Short Term Courses on Skills	Five short term courses have been organised in association with NRDS Management Pvt. Ltd.
To organise Parent Teacher's Meet	A parent Teacher's Meet was centrally organised by IQAC and a body was formed.
Expediting waste paper management and recycling	MOUs for waste paper management and recycling followed by dispatch was carried out with an NGO and four other colleges.
To install solar energy plant in the campus	A high power solar energy plant as alternative power back up was

	installed in the administrative building.
To do Green Audit	Green Audit was done by external agency namely ARANYAK .
To do Internal Academic Audit	Internal Academic Audit was done by the Academic Cell.
To do External Academic Audit	External Academic Audit was done by Dr. Dharmendra Nath, Principal, S.B. Deorah College, Guwahati.
To encrease student computer ratio	Twenty four new computer have been purchased for academic use.
To expedite Green Campus initiative	Many plantation, cleanliness, waste management and pollution controlle drives were initiated by Eco Club, Swacch Campus Maintenance Cell and NSS besides the departments.

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	03/12/2022

14. Whether institutional data submitted to AISHE

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
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<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
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<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Governing Body	03/12/2022
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2021	03/03/2023
15.Multidisciplinary / interdisciplinary	
Presently the college has CBCS system which allows students to pursue multidisciplinary/ interdisciplinary combination of courses. However, presently the college has only two streams,	

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

16.Academic bank of credits (ABC):

At present the college is not eligible to implement ABC.

17.Skill development:

The college has undertaken several skill development courses for the benefit of students, alumni and local population over the year. The Chief motive of the initiatives is to make the students employable and to develop their own enterprenual skills. In the academic session 2021-22 the college initiated 5 (five) short term skill development courses in collaboration with NRDS Management Pvt. Ltd. 1. Short Term Courses on FASHION DESIGNING from 18-11-2021 to 16-06-2022 (720 Hrs, participants 120) 2. Short Term Courses on FTNS from 19-11-2021 to 02-03-2022 (360 Hrs, participants 120) 3. Short Term Courses on Career Skill & Computer Automation Skill from 01-02-2022 to 09-03-2022 (30 days, participants 40) 4. Short Term Courses on POULTRY from 21-03-2022 to 31-03-2022 (10 days, participants 150) 5. Short Term Courses on HOUSE KEEPING 21-03-2022 to 31-03-2022 (10 days, participants 150) The college has a good practice of mentoring the learners where awareness for skill enhancement for employability and life skill is regularly oriented to the students.

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

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

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

Presently, the college has 16 UG programmes and 3 PG programmes. All these programmes are imparted with the aim to reach the following chief outcomes : 1. Subject knowledge 2. Employability 3. Skill enhancement 4. Personality development to make the learners ambassador of native culture and wisdom. Some of the outcome based initiatives by the college has been mentoring, counselling, workshops, seminars, projects, field visits etc.

20.Distance education/online education:

The college has been consistently upgrading its ICT tools facility in imparting teaching learning. Presently, it has a fully Wi-Fi campus and 10 nos. of smart classes and 11 classes with Projectors. It plans to upgrade all the classes ICT enabled in near future. When NEP 2020 is implemented, it will be in a position to offer several short term courses in ODL mode. At present, several teacher use online platform like YouTube, Google classroom, Google meet etc. in imparting classes in semi blended mode.

Extended Profile

1.Programme

1.1	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	2606
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	392
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	
File Description	Documents
Data Template	View File
4.Institution	
4.1	47
Total number of Classrooms and Seminar halls	
4.2	23171204.19
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	111
Total number of computers on campus for academic purposes	
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	

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

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

File Description	Documents
Upload relevant supporting document	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-2021-22/

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

B. Any 3 of the above

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)	View File

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)	View File

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

895

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

911

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.

Strategies for the advanced 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 programmes organized by other colleges. Participation by the students in Debate, Group Discussion, Problem Solving, and Quiz Programmes are also encouraged.

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
2606	58

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

36

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

36

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

14

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

58

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

406

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	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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 type 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	View File

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)	View File
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)	View File

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)	View File

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)	View File
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	View File

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 are 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. Handiqui 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)	View File

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)

132.96

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)	View File

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)

3.93

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)	View File

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	View File

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)

95.55

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)	View File

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

Purchase maintenance and utilisation of physical, academic and support facilities like laboratory, library, sports, computers, classrooms etc. are mostly done through various committees and cells under the supervision of the principal. The major purchases are carried out through the purchase committee and construction works are supervised by construction committee. The requirements related to the maintenance and utilisations of such facilities are conveyed to the principal through the departmental HODs, Student Union Body, Various Cells and Committees etc.

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

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

Sports related infrastructure and facilities and their maintenance is supervised by sports cell in collaboration with the sports instructor and secretary for Sports of the Bijni College Students Union Body.

To maintain the computer student ratio and ICT infrastructure there is a cell called ICT maintenance cell. This cell regularly monitors the ICT tools and its upgradation and maintenance in consultation with the principal.

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

Hostel Management Committee looks after the maintenance and

utilisation of Hostels and the College Canteen management committee actively supervises the proper maintenance and utilisation of the canteen.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students 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

4111

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)	View File

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

2545

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)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	E. none of the above
File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded
5.1.5 - The Institution has a transparent mechanism for timely redressal of student	E. None of the above

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

3

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

89

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

2

File Description	Documents
Upload supporting data for the same	View File
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	View File
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)	View File

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 has the mechanism of democratically forming the college union body through fair election. The portfolios include President, Vice-President, General Secretary, Assistant General Secretary, Secretary for Outdoor Games, Secretary for Indoor Games, Secretary of Literary Activities, Secretary for Cultural Activities, Secretary for Fine Arts, Secretary for Debate and Symposium, Secretary for Social Service, Secretary for Boys Common Room, Secretary for Girls Common Room and Class Representatives all classes. The Union Body organises Annual College Week where various cultural, literary and sports competitions are held. The body selects students with extraordinary capabilities in various fields from these competitions and makes arrangement for their grooming. The Union body plays a very major role in maintaining discipline in the campus. It is in constant touch with the Principal for any act of indiscipline or similar issue. Though there is a systematic grievance redressal mechanism yet if the union body gets any complain or grievance, they bring this in the notice of the Principal. Moreover, the Principal also involves the union body when any such situation arises. They also involve themselves in the activities of various cells like Anti-Ragging Cell, Anti-Sexual Harassment Cell, Eco Club, Career Counselling & Employment Cell, Extension Activities Cell, Women Awareness Cell, Grievance Redressal Cell etc. For Campus maintenance they keep vigilance regularly. The body is very much active to restrict acts like ragging, outsider disturbance in college programmes etc.

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

3

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)	View File

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 (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

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 imbued with strong values to take challenge in a changing and global society. The mission of the institution is to promote

learning by the students and faculty to achieve excellence in education. 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 programmes by inviting reputed counselors 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 beginning 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)	View File

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 transactions are very sincerely audited based on the financial statement and issue an Audit Report to the institution.

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

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

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

0

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

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

The institution mobilizes funds from both internal and external sources and makes necessary arrangement for optimal utilization of resources available to the institution. To ensure optimal utilization of available resources and check misuse of funds various committees are constituted such as Purchasing Committee, Construction Committee, Exam Audit 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
- IDOL, G.U., Bijni College Centre
- College Canteen
- College run Self-Financing P.G. Courses
- Sanitizer Products

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

6.5 - Internal Quality Assurance System

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

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 on 20th 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'.
- Organising 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 bodies and distribution system in the campus

D. Any 1 of the above

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: 1.Restricted entry of automobiles 2.Use of Bicycles/ Battery powered vehicles 3.Pedestrian Friendly pathways 4.Ban on use of Plastic 5.landscaping with trees and plants	B. Any 3 of the above										
<table> <tr> <th data-bbox="76 566 539 633">File Description</th><th data-bbox="539 566 1445 633">Documents</th></tr> <tr> <td data-bbox="76 633 539 734">Geo tagged photos / videos of the facilities</td><td data-bbox="539 633 1445 734">View File</td></tr> <tr> <td data-bbox="76 734 539 801">Any other relevant documents</td><td data-bbox="539 734 1445 801">No File Uploaded</td></tr> </table>	File Description	Documents	Geo tagged photos / videos of the facilities	View File	Any other relevant documents	No File Uploaded					
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										
<table> <tr> <th data-bbox="76 1171 539 1238">File Description</th><th data-bbox="539 1171 1445 1238">Documents</th></tr> <tr> <td data-bbox="76 1238 539 1384">Reports on environment and energy audits submitted by the auditing agency</td><td data-bbox="539 1238 1445 1384">View File</td></tr> <tr> <td data-bbox="76 1384 539 1485">Certification by the auditing agency</td><td data-bbox="539 1384 1445 1485">No File Uploaded</td></tr> <tr> <td data-bbox="76 1485 539 1585">Certificates of the awards received</td><td data-bbox="539 1485 1445 1585">View File</td></tr> <tr> <td data-bbox="76 1585 539 1653">Any other relevant information</td><td data-bbox="539 1585 1445 1653">View File</td></tr> </table>	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	
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	D. Any 1 of the above										

**5. Provision for enquiry and information :
Human assistance, reader, scribe, soft copies
of reading material, screen reading**

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 31st 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 consider of one hundred bigha (33.06 acre) of land with sufficient are of green coverage. The larger number of student community comes from reserve category of ST & SC besides almost fifty percent of women students from various communities like Bodo, Rajbnogshis, Nepali & Bengali etc. The students are mostly socio-economic backward classes. The college has undergone the 2nd cycle of NAAC Accrediattion with grade B+. it is provincialised with 12 (B) and 2 (f) status of UGC. It is also celebrated its GoldenJubilee in the year 2018-19.

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

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

7.3.2 - Plan of action for the next academic year

1. Organising more FDP's keeping in mind NEP
2. Expediting Research activities and Publications
3. Publishing Peer Reviwed Journals
4. Upgrading Canteen and Sports infrastructure
5. Applying for 3rd Cycle of Accreditation
6. Orgainising Seminars and Workshops
7. Expediting Experiential, Participatory blended learning.