



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		BIRJHORA MAHAVIDYALAYA
Name of the head of the Institution		DR. KHANINDRA KUMAR SARMA
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03664295088
Mobile no.		9435551167
Registered Email		birjhora1986@gmail.com
Alternate Email		iqacbirjhora@gmail.com
Address		PANCHA SWAHID PATH
City/Town		BONGAIGAON
State/UT		Assam
Pincode		783380
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	MR SANJIB KUMAR BAGLARI
Phone no/Alternate Phone no.	03664295088
Mobile no.	8876078428
Registered Email	iqacbirjhora@gmail.com
Alternate Email	sanjibbaglari@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://birjhoramahavidyalaya.in/files/AQAR17.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://birjhoramahavidyalaya.in/files/Academic%20Calendar.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	72.05	2004	03-May-2004	02-May-2009
2	B+	2.72	2015	15-Nov-2015	14-Nov-2020

6. Date of Establishment of IQAC	02-Mar-2005
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Parents Teacher Meet	18-Sep-2018	40

	1	
Two Days NAAC Sponsored workshop on CBCS System	01-Feb-2019 2	80
One Week FDP on use of ICT in classroom teaching in association with IIT guwahati	10-Jun-2019 6	64
A National Level Workshop on Cyber Security sponsored by DST	25-Jun-2019 3	160
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution/Faculty	National Workshop	NAAC	2019 2	100000
Institution/Faculty	National Workshop	DST	2019 3	700000
Institution	Educational Excursion	State Govt.	2019 4	100000
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9. Whether composition of IQAC as per latest NAAC guidelines:	No
Upload latest notification of formation of IQAC	No Files Uploaded !!!
10. Number of IQAC meetings held during the year :	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	No
Upload the minutes of meeting and action taken report	No Files Uploaded !!!
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	Yes
If yes, mention the amount	800000
Year	2019

12. Significant contributions made by IQAC during the current year(maximum five bullets)

- IQAC regularly holds meeting with all major committees to discuss different issues.
- IQAC successfully organized two national workshops sponsored by DST(both for students and teachers), NAAC and FDP for teachers during the academic year.
- Played active role in support towards development Programs for Faculty, Nonteaching staff and Students.
- Motivates all departments to conduct seminar/workshop for overall development of students and also provides Career guidance to the students.
- Organized Parent - Teachers Meet.

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

Plan of Action	Achivements/Outcomes
Faculty Development Program	One FDP for Teacher has been conducted in association with IIT Guwahati.
To extend Social responsibility towards Community	Number of social programs were organized at Mechpara - the adopted village of the college.
Gender Sensitisation Program	Self defence programs for girl students.
To conduct academic audit by external expert	Preparation started; to be conducted in the next academic year.
Installation of solar plant	Implementation pending; to be installed in 2019-20
. Infrastructure Development	Construction of New Academic Building is on underway
Strengthen Teaching Learning Process	Many initiatives have been taken for teaching learning process
E-Governance (Online Admission/Election)	Online Admission / online election process has been done
Skill Development Program for Students	Skill Development Programs for students under RUSA Finishing School have been conducted.
Organization of national level workshop/seminar	Two national level workshops sponsored by DST & NAAC have been organized.
No Files Uploaded !!!	

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body	15-Nov-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	07-Nov-2019
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

1. Academic Calendar is prepared by the Academic Committee on the basis of the circular received from Affiliating University at the beginning of every academic session, which is later uploaded in the college website. The academic calendar includes probable teaching days, dates of sessional examinations, curricular & co-curricular activities, extension related activities etc. 2. Before the beginning of each academic session, a master class routine is prepared by a Routine Committee which is entrusted with the task of allocation of appropriate number of credit points, classrooms for various subjects. 3. Every department follow master class routine and prepare a separate departmental routine to distribute class & syllabus for each faculty member. Based on the teaching assignments allotted, teachers prepare lesson plans according to the number of lectures allotted in the university syllabus for each topic. 4. Every year Principal of the college organized Orientation Program (Induction Meeting) for newly admitted students to make them aware of the rules & regulation of the institute for curriculum delivery and implementation. 5. Along with the traditional chalk and talk method, teachers are encouraged to make maximum use of ICT tools during the class lectures. 6. Special care is taken to address the problems of slow learners, advanced learners and first-generation learners. Social net-working sites are also used by departments for interaction between faculty and students beyond the class hours. 7. Academic Committee & Examination Committee meetings are convened by the Heads of the institution at regular intervals. Assessment of syllabus completion status by the individual faculty members, planning for other academic activities like holding of student seminars, field works, class tests, allotment of assignments are discussed. 8. The internal assessment marks of the students are allotted strictly on the basis of different parameters like class attendance, student seminars, home assignments, etc. as per university guidelines.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
0	0	01/08/2018	0	0	0

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BSc	Physics	17/06/2019
BSc	Chemistry	17/06/2019
BSc	Mathematics	17/06/2019
BSc	Botany	17/06/2019
BSc	Zoology	17/06/2019
BSc	Statistics	17/06/2019
BSc	Information Technology	18/06/2019
BSc	Economics	18/06/2019
BSc	Computer Science	18/06/2019

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

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
0	01/08/2018	0
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Field Project by Zoology Students to Gangtok	19
BSc	Field Project by Botany Students Institute of Chemical Biology	20
BSc	Field project by Zoology to Secriculture Department, Kokrajhar	19
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No

Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

IQAC periodically collects feedback from students and other stakeholders by the process of responding collective questionnaire. The collected data sheet was handed over to the Feedback Analysis Committee for analysis. The report submitted by the committee is scrutinised by Principal and the suggestions made by the committee is discussed with different committees and departments for necessary action. Feedback from parents are also collected in the Parent Teacher meeting. Suggestions and comments made by the parents are also taken into account for future developments. IQAC has taken necessary measures for tracking overall progress in teaching and learning process. This is done through feedback analysis taking suggestions from Principal, Governing Body and by interaction with teaching staff, students and alumni.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	Physics, Chemistry, Mathematics, Botany, Zoology, Statistics, IT, Compuer Science, Economics	300	556	253
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	654	0	29	0	0

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
29	20	20	15	1	1

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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

College has introduced a student's mentoring system to maximise student's growth and developments. Total students are equally distributed to all faculty members for close monitoring. The following point are the guidelines for the mentor to implement the scheme: 1. Throughout the semester, the mentor remains in close contact with students to assure the best possible experience and learning outcomes. 2. Mentorship groups communicate with each other in person / phone / email. 3. Mentors serve as a positive role model and immediate resource to students and his/her group, to solve problems/queries. 4. The mentors are expected to regularly monitor student attendance, academic performance and progress. 5. Mentors are expected to observe if a student needs special mental counselling and report the same to the concerned authority / parent. 6. Mentors are expected to provide guidance and support to the students beyond the classroom environment so that they maximise their potential in life skill and social activities such as (communication skill, leadership Teamwork, decision making, positive attitude, problem solving etc.) 7. Mentors should try to identify the area of interest and talent of the mentee and should make an effort to encourage them in pursuing that interest or talent in the best possible manner. 8. The mentors must make best efforts to dissuade the mentees under their guidance from indulging in harmful practices like smoking, alcohol and other such consumptions. 9. The mentors should try to inculcate a positive and optimistic outlook towards life and try to empower the students to deal with emotional upheavals in a more rational manner. 10. No mentor should entertain complaints, criticism or any negative discussion about another faculty member or any other staff of the college. 11. In critical cases, the mentor should inform the parents about the problem of the mentee, but this discretion should be exercised judiciously. 12. A mentor shall meet with all his/her mentees at least once in every 30 days and in case of any delicate matter arising, shall inform the college authority at the earliest.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
654	29	1 : 22

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
23	20	3	0	10

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Nil	Assistant Professor	nil

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	UG	VI	18/05/2019	05/07/2019

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

1. Apart from final university End Semester Examination, students' academic skill and intellectual progress are evaluated by periodic class test as well as sessional examinations. 2. Internal evaluation for each course is done as per guidelines prescribed by affiliating University. 3. Results are analysed after every examination for taking appropriate action to improve the quality. 4. After the analysed of answer scripts of internal examination, necessary suggestion by the concerned examiners are given back to the students for necessary correction and their own assessment. 5. Apart from sessional examination, some department adopt their own internal evaluation system such as student's departmental seminar, home assignments, departmental cocurricular activity etc. 6. Regularly arrange remedial classes for slow learner students.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

An academic calendar is prepared according to the notice and circular received from Affiliated University before the beginning of every academic session by Academic Committee, which is later uploaded in the college website and social network. The proposed academic calendar includes probable teaching days, holidays, dates of sessional examinations, curricular cocurricular activities, extension related activities etc. The sessional examinations are conducted as per scheduled outlined in the academic calendar. The final examination is conducted as per notification of University authority. Though the Academic Calendar is followed strictly, if necessity arises, there may be a last minute change of dates of programmes due to unavoidable circumstances.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://birjhoramahavidyalaya.in/files/Results%20Sheet%202019_1.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BSc	Physics	219	152	70
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://birjhoramahavidyalaya.in/questionnaire.aspx>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	0	nil	0	0
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
nil	nil	01/08/2018

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
nil	nil	nil	01/08/2018	nil
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
nil	nil	nil	nil	nil	01/08/2018
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
nil	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Physics	3	2
International	Botany	1	1
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Nil	0
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
nil	nil	nil	2018	0	nil	0
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the	Name of	Title of journal	Year of	h-index	Number of	Institutional
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Paper	Author		publication		citations excluding self citation	affiliation as mentioned in the publication
nil	nil	nil	2018	0	0	nil
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	29	29	0
Presented papers	2	1	0	0
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat Abhiyan	NSS Unit	2	30
Friendly football match with adopted village	NSS Unit IQAC	5	40
Electoral Literary Campaign	District Administration, Bongaigaon	2	30
Winter Camp to save Golden Langur	Aaranyak	5	10
World Environment Day Celebration 2019	IQAC in association with Mechpara LP School.	3	60
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
nil	nil	nil	0
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat Abhiyan	NSS Unit	Cleaning activities in Bongaigaon District	2	30

Swachh Bharat Summer Internship	Govt. of India	Cleaning activities in Bongaigaon Civil Hospital and adjoining village	3	20
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Student Exchange	02	Jointly by NERIWALM and College	04
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Registration Link	Faculty development Program	EICT, IIT Guwahati	13/05/2019	06/06/2019	29
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NERIWALM, Tezpur, Assam	14/09/2018	Students Exchange/Research	6
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
8.71	5.22

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing

Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Classrooms with Wi-Fi OR LAN	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL 2.0	Fully	2.0	2011

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	7973	1126743	305	136126	8278	1262869
Reference Books	3563	506013	115	22184	3678	528197
Journals	14	26298	2	23969	16	50267
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	01/08/2018
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	65	4	2	0	0	1	10	100	0
Added	2	0	0	0	0	0	0	0	0
Total	67	4	2	0	0	1	10	100	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and
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	recording facility
nil	nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
6	3.07	4	3.1

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

1. The college has clear procedures and policies regarding the maintenance and utilisation of physical, academic, and support facilities. 2. Governing body and Principal of the college takes care the execution of procedure and policies. 3. Building Construction Committee, Project Monitoring Unit (For RUSA work) with prior approval from Governing Body intimates the construction, maintenance and repairing of academic buildings, library, classrooms, electrical appliances and other physical infrastructure as and when required. 4. All the laboratories and classroom are available for the students throughout the year. 5. Laboratories are properly maintained by respective departments. 6. College Central library is available for all students. Departmental Library are accessible for students of the department concerned. 7. Some facilities like sports, computer laboratories, classrooms are used on sharing basis by all departments. 8. Fund received under different schemes (RUSA, UGC and State Govt. etc.) has been utilized for timely up gradation and repairing of the existing laboratories and other existing infrastructure as and when required.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Fee wiever	103	574182
Financial Support from Other Sources			
a) National	UGC ISHAN UDAY SCHOLARSHIP	9	583200
b) International	0	0	0

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
RUSA Finishing School	01/08/2018	190	College Faculty

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	nil	0	0	0	0
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No records	0	0	No records	0	0
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	0
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
On the spot poem writing	Institute	13
on the spot drawing	Institute	14
Recitation	Institute	17
Extempore Speech	Institute	9
Debate	Institute	11
Quize	Institute	14

Cricket	Institute	60
Badminton	Institute	135
Basket Ball	Institute	30
Marathon	Institute	38
Football	Institute	45
Vollyball	Institute	30
Cutural events	Institute	70
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	0	National	0	0	0	0
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

1. The Birjhora Mahavidyalaya Student Union (BMSU) plays a key role in conducting the Annual College Week and General Fresher's Social of the college and publication of the college magazine in time. 2. BMSU also taking initiative for the prevention of ragging in the campus, participation in various activities through NSS and offering suggestions to the authority of the college for improving the amenities of the students through the involvement in different inhouse committees of the college. 3. General secretary (GS) of student union forward his suggestions and different issues related to the academic and administrative affairs of the college to the Head of the institution and to the IQAC. 4. Problems faced by students are sometimes communicated to the college authority through GS of the students union. 5. Two student members of Birjhora Mahavidyalaya Students Union are inducted to the Project Monitoring Unit of RUSA Scheme.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. The institution forms various Cells and Committees with specific purpose such as Grievance Redressal Cell, Library Committee, Discipline and Anti Ragging Committee, Sexual Harassment Cell, Research Extension cell etc. through which all the administrative and policy regarding students and college are taken. Further, college has taken initiative to include more numbers of student member in different subcommittee and cell so that students become an active stockholder to the various resolution taken. 2. The HODs are given full responsibility to discuss and solve the academic matters at the departmental level in consultation with the Principal for the effective implementation of various activities and to enhance the teaching learning process.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	Curriculum development is prerogative of the affiliating university. Teachers are engaged in preparation, development as required by the University
Teaching and Learning	1. Implementing students centric methods like student's seminar, Group Discussion, Debate, Quiz, Extempore Speech etc. 2. Lecture methods along with ICT audiovisual aids presentation in class room, field trip, and seminar are widely used by the faculty in all departments. 3. Students are assigned projects and encouraged to take part in seminars on selected topics and in exposure visits. 4. Regular departmental seminar by each department.
Examination and Evaluation	1. Apart from final university end semester examination, students' academic skill and intellectual progress are evaluated by periodic class test as well as sessional examinations. 2. Internal evaluation for each course is done as per guidelines prescribed by affiliating University. 3. Results are analysed after every examination for taking appropriate action to improve the quality. 4. After the analysed of answer scripts of internal examination, necessary suggestion by the concerned examiners are given back to the students for necessary correction and their own assessment. 5. Apart from sessional examination, some department adopt their own internal evaluation

	system such as student's departmental seminar, home assignments, departmental cocurricular activity etc. 6. Regularly arrange remedial classes for slow learner students.
Research and Development	Teachers are encouraged for MRP, attending national International seminars and publishing research articles in journals, also encouraged students for research activities. Students are encouraged to publish their project work in the journal paper or Book under the guidance of respective faculty member.
Library, ICT and Physical Infrastructure / Instrumentation	<ul style="list-style-type: none"> • Library with computers, SOUL software and internet browsing facility, bar code system adequate reading space and convenient working hours for both staff and students • Adequate number of computers and multimedia projectors usable for digital classes • Adequate number of classrooms • Digital class room with video conferencing facility. • Principal's Office, Administrative Office, IQAC Coordinator's Office, Conference room, Staff Room, • Adequate number of sports equipment, multigym facility, music equipment, photocopiers etc. • One women hostel with 34 bed capacity
Human Resource Management	<ol style="list-style-type: none"> 1. College provides professional development opportunities to all faculty and office staff to enhance performance of the employees through RC, OC, Short term course, Summer school, workshop etc. 2. Personal and cordial interaction with principal 3. Student union and management committee interaction on relevant issues. 4. Suggestions from governing body is sought whenever required.
Admission of Students	There is an admission committee to frame the rules for new admission by following proper Govt. Procedure. The admissions were made purely on merit basis obeying Government rules and regulations.

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

E-governance area	Details
Administration	Administration of the college is trying its level best to make the whole system hassle free, paperless and transparent. Online Admission process is introduced in the college 3 years back. Cashless transaction has been introduced since 5

	years back. For transparency, e-tendering process has been followed. Cloud based Student Life Cycle Management, Result analysis, online feedback Analysis system, Attendance Management and Academic Monitoring System has been introduced in the college.
Finance and Accounts	Cashless transaction has been introduced since 5 years back. For transparency, e-tendering process has been followed.
Student Admission and Support	1. Applications for admission are invited and submitted through online admission portal 2. Merit lists are prepared and uploaded by fully computerised system 3. Online notification/social platform notification/ group messaging system for important information are introduced for students 4. Online feedback/complain/suggestion system are introduced for students and alumni
Planning and Development	E Tenders, etc.
Examination	Not yet

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Dr O p Sah	FDP on use of ICT in class room Teaching in association with IIT Guwahati	EICT IIT Guwahati	600
2019	Dr B Choudhury	do	do	600
2019	Mr Sanjib Kumar baglari	do	do	600
2019	Mr Ariful Alom	do	do	1200
2019	Dr P Chakrabaty	do	do	600
2019	Mr M. Karki	do	do	600
2019	Mr P Das	do	do	600
2019	Dr A mech	do	do	600
2019	Mr M Das	do	do	600
2019	Mr M N Das	do	do	600
2019	Miss Chumi Ray	do	do	1200

2019	Dr R Roy	do	do	600
2019	Dr N Baruah	do	do	600
2019	Dr Dinesh Deka	do	do	600
2019	Mr Alakesh Barman	do	do	1200
2019	Dr B K Saha	do	do	600
2019	Mr P Deka	do	do	600
2019	Miss Tamalika Rakshit	do	do	1200
2019	Miss Beauty Das	do	do	600
2019	Dr A Deka	do	do	600
2019	Mr N Das	do	do	600
2019	Miss Dipsikha Baruah	do	do	1200
2019	Mr Mrinal Dev Sarma	do	do	1200
2019	Mr K Nath	do	do	1200
2019	Miss Sayanika Ray	do	do	1200
2019	Mr Mrinmoy Deka	do	do	1200
View File				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	FDP on "Use of ICT in Class room teaching	nil	10/06/2019	15/06/2019	64	0
View File						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
FDP on "Use of ICT in Class room teaching	29	10/06/2019	15/06/2019	6
View File				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	6	0	9

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
BM welfare fund	Festival Bonus	Waiving of Admission Fee (as per Govt. guideline) Examination Fees, Book Bank (Institutional level).

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

For every financial year, Governing Body of the college appoints a Chartered Accountant as the internal auditor to audit the receipt and expenditure of the college funds. Audit Report is placed in the Governing Body Meeting for necessary approval. Also the report is sent to the Directorate of Higher Education for necessary action. External Financial Audit is also done in every financial year by an Auditor appointed by Govt. of Assam. If there is any objection in the Govt. Audit Report, replies are sent to the concerned authority with necessary approval from the Governing Body

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
nil	0	nil
No file uploaded.		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic				
Administrative	Yes	Assam Govt.	Yes	college

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Representation of parents in the Governing body of the college. 2. Meetings with parents and guardians were arranged regularly. Parents actively participate in the meeting and state their suggestion/complain for improvement. 3. Teacher association is always cooperative and regularly meet with authority for discussion for quality improvement in teaching learning process.

6.5.3 – Development programmes for support staff (at least three)

1. Faculty development program 2. Computer Training Program 3. Encourage faculty to attend OC/RC

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

1. Online Admission, Fee Collection, online Election 2. Students Mentorship 3. Library facility for society

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	
d) NBA or any other quality audit	

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Parents Teachers Meet	17/09/2018	17/09/2018	17/09/2018	40
2019	NAAC Sponsored CBCS workshop	01/02/2019	01/02/2019	02/02/2019	45
2019	FDP Program for faculty	10/06/2019	10/06/2019	15/06/2019	64
2019	DST Sponsored workshop on Cyber Security	25/06/2019	25/06/2019	27/06/2019	160
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Self Defence Program for Girls	12/03/2019	16/03/2019	15	2

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

No Data Entered/Not Applicable !!!

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	0	0	01/08/2018	0	0	0	0
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
nil	01/08/2018	nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence Day celebration	15/08/2018	15/08/2018	50
World Environment Day observation	05/06/2019	05/06/2019	100
Science Day Celebration 2019	28/02/2019	28/02/2019	80
Free Health Checkup Camp	18/09/2019	18/09/2019	50
No file uploaded.			

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

1. Regular tree plantation gardening 2. Plastic/ Tobacco free Campus 3. Regular cleanliness drive under Swachh Bharat Abhiyan 4. Medicinal plants/ orchidarium is maintained by Botany Department 5. Proper garbage disposal system inside the campus 6. Celebration of World Environmental Day for environmental awareness

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1 1. Title of the Practice: RUSA Finishing School "Training program to economically and socially backward V VI semester students" 2. Objective of the Practice: The aim of the FINISHING SCHOOL is to impart all around personality development of the economically and socially backward students and instruct them in specific skills necessary in today's world. 3. The Context: Indian society suffers from substantial inequalities in education employment. In spite of the increase in overall educational levels, the skills required to be professionally successful are still far from what is expected. A finishing school training program is a platform for students that emphasize training for allround personality development, cultural and social activities. Specific skill sets are imparted as value addition. The name reflects that it follows school or college education and is intended to complete the educational experience. Finishing schools aim at the standard improvement of individuals leading to a stability among theoretical studies and realistic job experiences. Finishing Schools offer many benefits for students and some of the key benefits associated with this area consists of developing presentation skills, communication skill, confidence enhancement, leadership and team skill,

interview tips, success traits, incorporating spirituality etc. Students who join these schools will get a unique opportunity to attain the perfect stability between both theoretical studies and realistic job exposure. 4. The Practices: Every year V VI semester students are enrolled for the training program and the programs are arranged during the late hours or after course completion without affecting their normal classes. The following activities are done in the training program: (i) Public Speaking (ii) Power Point Presentation (iii) Spoken English (iv) Resume Writing (v) Networking and Communication Skills (vi) Leadership and Team Skills (vii) Group Discussion (viii) Personal Interview (ix) Success Traits (x) Incorporating Spirituality 5. Evidence of Success: Since its implementation, more than 190 students are successfully completed their training program on various soft skills. Feedback analysis after course revealed that students are found the course very valuable and they wish to recommend this course to other students. They wished to attend more such courses in future. 6. Problems Encountered and Resources Required: The main challenge was to find time slots for the training program. Most of the students come from remote areas and they cannot attend classes during late hours. Another major challenge was the engagement of resource person during the regular class hour. Most of the teachers remain busy with their normal class schedule during the regular working hours. # Best Practice 2

1. Title of the practice: Periodical cleanliness drive on Swachh Bharat Abhiyan 2. Objectives of the Practice: The main objective of the practices are: (i) To create awareness among the students about Swachh Bharat Abhiyan. (ii) To create awareness to the students that cleanliness is next to Godliness. (iii) To maintain cleanliness promote hygienic college campus. (iv) To make the society aware about the Swachh Bharat Abhiyan by organizing time to time outreach cleanliness drive program. 3. The Context: To accelerate the efforts to achieve universal sanitation coverage and to put focus on sanitation, the Prime Minister of India, Shri Narendra Modi, launched the Swachh Bharat Mission on 2nd October 2014. In support of Swachh Bharat Mission, the Ministry of Human Resource Development had also launched a Swachh Bharat Summer internship programme which was aimed at engaging college students in the government cleanliness drive. The objective of that initiative was to help setup systems for sustaining cleanliness and sanitation efforts and also to upscale the existing measures taken up by the higher educational institutions. In this regard, UGC authority also request higher educational institution to promote the above initiative among the students and also to implement the Swachh Bharat Abhiyan in their respective institution. As directed by UGC Govt of Assam, Birjhora Mahavidyalaya authority has taken necessary measure to implement the Swachh Bharat Abhiyan and various cleaning activities has been carried out under the scheme. 7. The Practices: College authority periodically arrange cleanliness drive in the college campus for cleaning the staff rooms, laboratories, its surrounding etc. in collaboration with department, NSS volunteers from respective departments. Along with students the faculty members, office staff are also actively take part in the cleanliness drive. Beside college campus, students of Birjhora Mahavidyalaya actively take part in many Swachh Bharat Abhiyan conducted by various Govt and NonGovt organization. In 2018, ten students of Birjhora Mahavidyalaya took part in Swachh Bharat Summer internship program conducted by MHRD. They took part in cleaning activities in the Bongaigaon Civil Hospital and adjoining villages. To motivate student college authority also provide certificate of appreciation to the participants in some special program. 4. Evidence of Success: (i) Number of students participations in cleanliness drive has been increased. (ii) Public health department, Bongaigaon has been cooperating in awareness program and recently installed SWACH APP among students. (iii) Maximum utilisation of dustbin. (iv) Maintaining clean and hygienic environment within the College campus. 5. Problems Encountered and Resources Required: (i) Human resource management is difficult. So, selfawareness among students is necessary for

proper implementation. (ii) More awareness program is required for community participation.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://www.birjhoramahavidyalaya.in/files/College%20Best%20Practice.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

1. The academic committee comprising of Principal, VicePrincipal, IQAC coordinator and all the heads of the departments frequently meet to monitor various academic activity. They monitor and discuss the progress of students in sessional examinations as well as the last semester and end examination passed. 2. Feedback analysis of various stockholders done regularly. 3. Analysis of internal and end semester examinations results. 4. HoD of different Departments to maintain records of student's attendance and the outgoing students. 5. The progression of cocurricular aspects also closely monitored through different events like College Week, Field Trip and other functions performed by the students. The Annual College magazine also provides a platform to evaluate the quality of the students in literally field.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

1. IIQA SSR Preparation for NAAC 3rd Cycle Assessment Accreditation in November 2020 2. College website upgradation 3. MOU with other academic institute for faculty, students and cultural exchange 4. Academic Audit by External Academician 5. Office automation to updated data management system in the college (Online attendance, students' database, 6. Upgradation of departmental profile 7. Organization of seminar, workshop, FDP program 8. To promote activities such as Sports, Yoga, physical exercise, meditation etc related to development of mental and physical fitness of students, faculty and staff 9. To ensure maximum number of student's participation in different outreach extension activities 10. Installation of solar plants