Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**BIRJHORA MAHAVIDYALAYA**
Name of the head of the Institution	**Dr. K. K. Sarma**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03664295088**
Mobile no.	**9435511677**
Registered Email	**birjhora1986@gmail.com**
Alternate Email	**iqacbirjhora@gmail.com**
Address	**Birjhora Mahavidyalaya, Borpara,Bongaigaon-783380, Assam**
City/Town	**Bongaigaon**
State/UT	**Assam**
Pincode	**783380**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Semi-urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Mr. Sanjib Kumar Baglari**
Phone no/Alternate Phone no.	**+918876078428**
Mobile no.	**8638739040**
Registered Email	**iqacbirjhora@gmail.com**
Alternate Email	**sanjibbaglari@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://birjhoramahavidyalaya.in/FilesIqac/AQAR%202018-2019.pdf

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://birjhoramahavidyalaya.in/FilesIqac/Academic%20Calendar%202019%202020.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**72.05**	**2004**	**30-May-2004**	**02-May-2009**
2	**B+**	**2.72**	**2015**	**15-Nov-2015**	**14-Nov-2020**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**02-Mar-2005**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries

IQAC		
FDP on MATLAB & SciLab: Application	17-Feb-2020 06	45
Webinar on Higher Education and New Education Policy 2020	01-Sep-2020 01	65
Webinar on NAAC: Quality Enhancement Strategies and Preparation of SSR	28-Jul-2020 01	96
Alumni Meet	15-Dec-2019 01	45
FDP on IPR & Concept of Python Programming	09-Dec-2019 06	50
View File		

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	RUSA finishing School	RUSA Assam	2017 0	127778
Institution	RUSA Infrastructure Grant	RUSA Assam	2017 0	5000000
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
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	**Yes**
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

1. IQAC regularly holds meeting with all major committee to discuss different

issues. 2. IQAC successfully organized two FDP for college faculty. 3. IQAC successfully organized number of webinar on NAAC related theme and NEP 2020. 4. Organized alumni, parents, teacher meet. 5. Played active role to promote academic activities such as online teaching, learning, e content developments etc. during the COVID19 pandemic.

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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
IIQA SSR Preparation for NAAC 3rd Cycle Assessment Accreditation in November 2020	IIQA SSR Preparation is going on and to be submitted soon for assessment and accreditation
College website upgradation	Partial upgradation done and still going on
MOU with other academic institute for faculty, students and cultural exchange	MOU with two colleges has done
Academic Audit by External Academician	Not done yet
Office automation to updated data management system in the college (Online attendance, students' database,	Implemented
Upgradation of departmental profile	Done
Organization of seminar, workshop, FDP program	Done
To promote activities such as Sports, Yoga, physical exercise, meditation etc related to development of mental and physical fitness of students, faculty and staff	Done
To ensure maximum number of student's participation in different outreach extension activitie	Done
Installation of solar plants	Not done yet
View File	

14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
Governing Body	27-Nov-2021

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	**2020**
Date of Submission	**23-Apr-2020**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**soul 2.0 for library, salary (FIN Assam) online attendance, online admission**

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Part B

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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	Nil	Nil	Nil	Nil	0

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	nil	Nill

No file uploaded.

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
Nill	nil	Nill

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
Soft Skill (Resume Writing, Spoken English, Leadership Skill, Personnel Interview, Group Discussion, Communication Skill)	26/09/2019	37
[View File]()		

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 Trip to Chakrashila Wildlife Sanctuary	25
[View File]()		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
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, Computer Science, Economics	300	750	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
2019	622	0	28	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
28	28	30	15	1	3
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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
622	28	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	18	5	4	12

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
Nill	nil	Nill	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	15/06/2020	30/11/2020
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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)

https://birjhoramahavidyalaya.in/ProgramOutCome.aspx

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	UG	121	96	79.3
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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)

https://birjhoramahavidyalaya.in/IQAC/SSS/SSS%202019%202020%20Students%20fee dback.pdf

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
Nill	0	0	Nill	Nill
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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
IPR Seminar	IQAC	09/12/2019

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	0	0	Nill	0

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
01	Assam Start Up: The NEST	Industries Commerce, Govt of Assam	Assam Start Up	Create entrepreneurial ecosystem, create awareness, motivate youth, provide physical and virtual incubation services, create direct and indirect employment and facilitate external funding.	13/11/2019

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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
0	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, Botany	7	3.3

[View File](#)

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
Zoology	1

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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	Nill	nil	Nill	0	Nill	0

No file uploaded.

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
nil	Nill	Nill	Nill	Nill	Nill	0

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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	4	6	10	Nill

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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
COVID-19 Awareness Campaign	NSS Unit Birjhora Mahavidyalaya in Collaboration with Chemistry Department and IQAC Birjhora Mahavidyalaya	3	15
National Blood Donation Day	NSS Unit Birjhora Mahavidyalaya in collaboration with Joint Director, Health Service Bongaigaon	1	25

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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/Agen	Name of the activity	Number of teachers	Number of students

cy/collaborating agency			participated in such activites	participated in such activites
Worlds AIDS Day 2019 (Communities make the difference)	NSS Unit in collaboration with District Health Society	Public Rally and nAwareness Meeting	1	50

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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
nil	Nill	0	0

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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
0	nil	0	Nill	Nill	0

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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
kOKRAJHAR GOVT. COLLEGE	07/03/2020	Faculty exchange, students exchange, cultural exchange	23

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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
4	3.95

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh)	Existing

during the current year	
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Campus Area	Existing
Class rooms	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 patially)	Version	Year of automation
SOUL	Partially	2.0	2011

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	8278	1262869	112	109095	8390	1371964
Reference Books	3678	528197	32	0	3710	528197
Journals	14	50267	Nill	2870	14	53137
e-Journals	2	79650	1	5900	3	85550
CD & Video	113	Nill	Nill	Nill	113	Nill
Others(specify)	4	21294	Nill	7053	4	28347
Weeding (hard & soft)	Nill	Nill	152	11120	152	11120

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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	Nill
No file uploaded.			

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/	Others

								GBPS)	
Existing	65	4	2	0	0	1	10	100	0
Added	0	0	0	0	0	0	0	0	0
Total	65	4	2	0	0	1	10	100	0

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

10 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 recording facility
YouTube	https://www.youtube.com/channel/UCdyYNyBqQIbQysU294Jrdww
Facebook	https://www.facebook.com/www.birjhoramahavidyalaya.in

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 incurredon maintenance of physical facilites
5.5	3.97	6.2	5.19

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.

https://birjhoramahavidyalaya.in/infrastructure.aspx

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	Fee waiver Govt	102	653480

from institution	scheme and financial support from College		
Financial Support from Other Sources			
a) National	UGC ISHAN Uday Scholarship SC/ST/OBC of State Scholarship	101	3414000
b)International	nil	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 (3 Days Workshop)	26/09/2019	41	Trained 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 passedin the comp. exam	Number of studentsp placed
2020	nil	Nill	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		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
nil	0	0	nil	0	0
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to

2020	4	b.sc	physics	Gauhati University, Assam Universoty, Bodoland University	MSc in Physics
2020	7	b.sc	botany	USTM Meghalaya, Kokrajhar Science College, Assam Donbosco University	MSc In Botany
2020	8	B.Sc	Zoology	USTM Meghalaya, Kokrajhar Science College, Visva Bharati University, Bodoland University,	MSc in Zoology
2020	4	B.Sc	Mathematics	Gauhati University, Bodoland University, USTM University, Bhattadev University	MSc in Mathematics
2020	1	B.Sc	Statistics	Assam Univeristy	MSc in Statistics

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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
Nill	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
Debate Competition	Institute	15
Online Essay Competition	State	450
College Week Festival	Institute	300
DEPARTMENTAL WALL MEGAZINE COMPETITION	INSTITUTE	250
ONLINE ENGLISH GRAMMAR COMPETITION	STATE	400

SPEECH COMPETITION	INSTITUTE	50

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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
Nill	Nill	Nill	Nill	Nill	00	Nill

No file uploaded.

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?

Yes

5.4.2 – No. of enrolled Alumni:

310

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

32000

5.4.4 – Meetings/activities organized by Alumni Association :

The main Objective of Birjhora Mahavidyalaya Alumni Association is to share the latest information in the field of Science Technology to the students in particular since Birjhora Mahavidyalaya is a unique Degree Science college in Assam. The Association also through its different members well established in not only in our country but across the globe will bring the openings and opportunities to the young students of the Birjhora Mahavidyalaya by holding different forms Webinars, workshops, Seminars, Panel discussions, Career Counselling and Placement etc. The Alumni Association during pandemic times organized as many as 6 (SiX) numbers of webinars in wide range of topics Starting from Higher Education and New Education policy 2020, Industry 4.0 and its impact, Job Prospects in Polymer Science and Engineering, Recent advances in emerging 1D and 2D Physics etc. In building small infrastructure the Alumni contributes from its resources. In this regard it is to be mentioned with the financial help from the Association college authority constructed a net

practice pitch facility for the students. In order to install a competitive attitude and academic excellence among the students, the Alumni Association offers awards to the best students in different disciplines of study. Many of the Alumni are well established in their professional lives, they also motivates and inspire the students for shaping up of their future. For holistic developments of students mind Alumni Association sometimes organizes talk show with the celebrity which immensely improve their outlook. The association has also deeply introspect the need for improving the quality of life to the marginal and weaker section of the society , hence in this regard it wants to help the needy with financial and material help for the fulfillment of his studies.

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)?

Yes

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	• 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	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-governace area	Details
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
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, etendering 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
Planning and Development	E Tenders, etc.
Finance and Accounts	Cashless transaction has been introduced since 5 years back. For transparency, etendering process has been followed.
Examination	Online examination, MCQ test, E learning teaching, Online evaluation etc.

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
2020	nil	nil	nil	0
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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 IPR Concept of Python	Nill	09/12/2019	15/12/2019	50	Nill
2020	FDP on MATLAb Scilab	Nill	17/02/2020	23/02/2020	45	Nill
2020	Webinar on NAAC: Quality Enhancement Strategy	Nill	28/07/2020	28/07/2020	96	Nill
2020	Webinar on NEP 2020	Nill	01/09/2020	01/09/2020	65	Nill
2020	Webinar on Quality Research Publication : Hallmark for Higher Education	Nill	20/07/2020	20/07/2020	60	Nill
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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	1	29/06/2020	03/07/2020	07
FDP	1	27/07/2019	05/08/2020	14
Refresher Course	1	18/11/2019	30/11/2019	14
FDP	10	09/12/2019	14/12/2019	07
FDP	10	17/02/2020	22/02/2020	07
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
4	10	0	6

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	Nill

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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	No	Nill	No	Nill
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. National seminar/webinar

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 4. E-content development

6.5.5 – Internal Quality Assurance System Details

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

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
2019	FDP on IPR	09/12/2019	09/12/2019	15/12/2019	50
2020	FDP on MATLAB	17/02/2020	17/02/2020	22/02/2020	45
2020	Webinar on NAAC: Quality Enhancement Strategy	28/07/2020	28/07/2020	28/07/2020	96
2020	Webinar on NEP	01/09/2020	01/09/2020	01/09/2020	65
2020	Webinar on Quality Research Publication	20/07/2020	20/07/2020	20/07/2020	60

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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
International Womens day	08/03/2020	08/03/2020	30	5
Blood Donation Day	01/10/2019	01/10/2019	20	5

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
10

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	Number of initiatives taken to engage with	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff

	advantages and disadvantages	and contribute to local community					
2019	Nill	Nill	Nill	Nill	Nill	00	Nill

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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	Nill	nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence Day celebration	15/08/2019	15/08/2019	40
Science Day Celebration 2019	28/02/2020	28/02/2020	100
World AIDS Day observation	01/12/2019	01/12/2019	50
International Mathematics Day	14/03/2020	14/03/2020	100
National Mathematics day	22/12/2020	22/12/2020	100
College Foundation Day	01/09/2019	01/09/2019	300
College Foundation Day	01/09/2020	01/09/2020	100

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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 Best Practice Student Support program and activity 2. The Context Student support programs and activities are designed to support the engagement of students to the academic activities such as academic problem, sports, cultural, and social environment of the institution and to ignite the students and initiate the process of higher learning. 3. Objectives of the Practice ? To conduct every year student orientation programs ? To provide support to the students in the form of mentorship and counselling so that the students can adjust to the new environment ? To conduct relevant webinar, seminar, workshops and guest lectures for students ? To conduct Remedial Classes for slow learner 4. The Practice The institution throughout the academic year conducts many development programmes to ensure that the students develop on a personal as well as on a professional level. This is includes Mentorship Programs, Parent Teacher meet, orientation program, End semester evaluation Report, Remedial Classes RUSA Training Program, Training

and Career Counseling, Redressal Cell, ST/SC Cell, Grievance Cell, Scholarships and the Anti Ragging Cell etc. 5. Advantages ? Maintaining transparency in al academic process, cultural, and social environment of the institution. ? Improves student feedback and performance in the college. 6. Challenging issues ? Handling highly sensitive matters with great discretion ? Keeping the sessions conducted with students confidential 7. Evidence of Success ? Improved student feedback over the past few years ? Extremely efficient student mentoring and counselling system 8. Resources Required ? Trained faculty/ counsellors available on campus ? Able mentors who can guide and support the students to achieve their goals ? Expert representatives for each student support cell to handle matters with great sensitivity and discretion # Best Practice 2 1. Title of the Practice: RUSA Finishing School "Training program to economically and socially backward final year 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 all round 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 final year students are enrolled for the training program and the programs are arrange during the late hours or after course completion without effecting 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 teacher remain busy with their normal class schedule during the regular working hours.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://birjhoramahavidyalaya.in/IQAC/BEST%20PRACTIES/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) Student support and academic mentorship by faculty: Every student in the College is assigned a mentor who is a faculty member of the college. The mentor interacts regularly with the mentee to provide guidance on academic as also co-curricular activities, keeping in mind the psychological and emotional profile of the concerned students. 2) Skill-based system of education under RUSA Birjhora Mahavidyalaya regularly organize training program to its final year students under the 'Equity Scheme' of RUSA Finishing School, Assam. The aim of the FINISHING SCHOOL is to impart all around personality development of the students and instruct them in specific skills like resume writing, team leadership skill, communication skill, Spoken English, Personnel interview and its tips, Yoga training etc. all are necessary in order to make them ready to face the real world after leaving the college. Apart from its own students, Birjhora Mahavidyalaya is also offering its same service to the students of neighboring college under RUSA finishing school scheme. 3) E-Governance Area College has taken initiative to promote E-Governance in the following area: (a) Online admission process (b) Cash less transaction: SBI collect, UPI, Online banking etc. (c) Online certificate generation (d) Online students election (e) Online class, assignment submission, examination etc. (f) Online webinar/seminar/workshop etc. (g) Online attendance system (h) Buck message system (i) E-tendering (j) Social platform like YouTube for e-learning, Face book for information circulation and communication with students 4) Scholarship and financial assistance: The College provided a wide range of scholarship and financial assistance to its students. In addition it also facilitates the process of scholarship grants provided by the UGC, National and State Governments. 5) Active engagement of students in National Service Scheme (NSS) Social Work: The NSS is a very important component of the College which constantly involves students and staff members in designing and implementing a large number of social welfare activities. 6) Sports and Athletics: Keeping in mind that "health is wealth" the sport section of the college regularly organizes annual sports and cultural meet for their students. During the annual sports competitions on various events like debate, art, quiz, dancing, signing etc. Apart from these special programmes seminar, group discussion, cultural functions are organized to encouraged the student's skill in various aspects. Moreover, the college always encourages students to participate in any district level, state level or national level competition. 7) Student Results: At Birjhora Mahavidyalaya teaching and learning is accorded primary importance. The College is known nationally and even beyond international boundaries for the outstanding academic performance of its alumni both in academic and professional courses.

Provide the weblink of the institution
https://birjhoramahavidyalaya.in/IQAC/IDVPT/Institutional%20distinctive.pdf

8.Future Plans of Actions for Next Academic Year

1. Faculty Development program for teaching and non teaching staff 2. E-Content Development 3. Organization of Seminar/Webinar 4. College Website Upgradation 5.To promote online activities for all academic purposes.