



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1. Name of the Institution

BIRJHORA MAHAVIDYALAYA

- Name of the Head of the institution **MRS HEMONTI BALA RAY Barman**
- Designation **PRINCIPAL (I/C)**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **03664295088**
- Mobile No: **9435312101**
- Registered e-mail **birjhora1986@gmail.com**
- Alternate e-mail **iqacbirjhora@gmail.com**
- Address **Birjhora Mahavidyalaya,
Borpara, Bongaigaon-783380, Assam**
- City/Town **Bongaigaon**
- State/UT **Assam**
- Pin Code **783380**

2. Institutional status

- Affiliated / Constitution Colleges **Affiliated**
- Type of Institution **Co-education**
- Location **Semi-Urban**

- Financial Status **UGC 2f and 12(B)**
- Name of the Affiliating University **Gauhati University**
- Name of the IQAC Coordinator **sanjib Kumar Baglari**
- Phone No. **08876078428**
- Alternate phone No.
- Mobile **08876078428**
- IQAC e-mail address **iqacbirjhora@gmail.com**
- Alternate e-mail address **sanjibbaglari@gmail.com**

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

<https://birjhoramahavidyalaya.in/AQAR.aspx>

4. Whether Academic Calendar prepared during the year?

Yes

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

<https://birjhoramahavidyalaya.in/ACalendar.aspx>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	72.05	2004	30/05/2004	02/05/2009
Cycle 2	B+	2.72	2015	15/11/2015	14/11/2020

6. Date of Establishment of IQAC

02/03/2005

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

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

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

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

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

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

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

- If yes, mention the amount

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

1. Signing more MoU with other institution 2. Feedback collected, Analysis and Action taken report 3. All departments are encouraged to arrange alumni meet and to conduct seminar/workshop 4. Training program for competitive examination for students, alumni and non teaching staff 5. Activity on MoU signed

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

Plan of Action	Achievements/Outcomes
Preparation and submission of AQAR	AQAR 2020-2021 prepared and summited
Signing more MoU with other institutions	Signed many MoU with other institution
Strengthen ties with the community	College has adopted a village
Strengthen alumni relations and their involvement	many department organize alumni meet and conducted class by alumni
Improvement of infrastructure	College has taken initiative to improve infrastructure by submitting proposal at various agency
Academic audit and administrative audit	College has conducted Academic and Administrative Audit

13. Whether the AQAR was placed before statutory body? Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	25/08/2023

14. Whether institutional data submitted to AISHE

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Academic audit and administrative audit	College has conducted Academic and Administrative Audit
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statutory body?	
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Governing Body	25/08/2023
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2021-2022	26/06/2023
15. Multidisciplinary / interdisciplinary	
<p>The Birjhora Mahavidyalaya is affiliated under Gauhati University, it has to follow the guidelines and syllabus prescribed by the university, as mandate. As a result, independent planning to include multidisciplinary subjects as per National Education Policy 2020 is not admissible. However, the college has prepared itself the institutional development plan (IDP) containing short term and long term goal to evolve into a multidisciplinary institution, if there is any guideline from the affiliating university for the implementation of NEP 2020.</p>	
16. Academic bank of credits (ABC):	
<p>Birjhora Mahavidyalaya is an affiliated college of Gauhati University. In the direction of Academic Bank of Credits the guidelines issued by the affiliating university is being implemented by the college. Birjhora Mahavidyalaya is an affiliated college of Gauhati University. In the direction of Academic Bank of Credits the guidelines issued by the affiliating university is being implemented by the college.</p>	
17. Skill development:	
<p>The college offers its students the ability Enhancement courses and skill Enhancement courses as per their curriculum design by Gauhati University. The college organizes various activities/training programs for the development of soft skills, life skills, values, vocational guidance etc through RUSA Finishing school scheme. In addition to this course, the college also offers certificate courses in computer application and other field to develop discipline related skills and hands-on approach.</p>	

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

The college uses the mother tongue/Local language as a medium of instruction and /or uses Bi-lingual (Assamese, Hindi, English) teaching practices and thus promotes the strength, vibrancy and usage of Indian Languages. This also helps in building an equitable education environment and improves education standards in the college. The college believes this initiative will prepare our students to live harmoniously in a local, national and global society. The college regularly conduct seminars, workshop for students to promote Indian culture and heritage. The central library also have a collection of books on Languages, religion, art and culture those are available for students. The students are exposed to need and importance of protecting indian traditional knowledge related to science, engineering, agriculture and medicine thorough their extra-curriculum activities like assignment, project work, dissertation, field trip etc. . Apart from this, students are sensitised in universal human values during the induction program.

The college follows the syllabi and the assessment criteria as given by the parent university. It would adopt whatever changes as and when the university introduces them as per the New Education Policy.

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

The courses offered by the College are based on the curriculum designed by University of Gauhati. A few faculty members of the college are also involved in designing this curriculum. In addition, the college has created an ecosystem for transformation of curriculum towards outcome based education. The college empowers students to become a good citizen, teachers, entrepreneurs, scientists, soldiers, and administrator through its teaching learning process. Further, the college also organizes several academic events for students/faculties such as seminar/webinar/workshop to provide interactive platform for knowledge acquisition. All course syllabi have been designed by parent university with due consideration to social needs at large so as to apply the spirit of NEP.

One of the objectives of NEP 2020 is the transformation of concepts into practice. Several new initiatives have been taken by the college in this direction:

1. Creating a learner centric environment: focus on students

- understanding of the outcomes of the course;
2. Facilitating academic and research as well as problem solving skills-based discussions conducted in the class.
 3. Mentoring and continuous assessment of learners:
 4. Mentor-mentee meeting conducted on regular basis to address several problems of students. Encouraging application of knowledge for solutions:
 5. Students were sensitized towards the sustainable environmental goals through the classes taken as a part of their curriculum under Environmental Science course.

20.Distance education/online education:

The college is carrying out its teaching-learning process in blended mode where continuous monitoring and evaluation is done to ensure that faculty can do timely intervention so that students can understand and remove their weakness in a time bound manner. For this purpose the college has used free version of Google Suite, Google tools like Google Meet, Google Classroom, Google Calendar amongst others and Microsoft Teams to develop and deliver the entire teaching learning process in an online environment in addition to offline teaching and interaction. Students and faculty are encouraged to complete various certification courses offered by SWAYAM, NPTEL, IIRS-ISRO Outreach program. During the COVID-19 pandemic period, the college adopted online teaching learning process and implemented successfully.

Beside this, college has study centre of IGNOU, IDOL and KKHOU for distance education.

Extended Profile

1.Programme

1.1 225

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

File Description	Documents
Data Template	View File

2.Student

2.1 540

Number of students during the year

File Description	Documents
Data Template	View File

2.2 **111**

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

File Description	Documents
Data Template	View File

2.3 **138**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 **30**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 **23**

Number of Sanctioned posts during the year

Extended Profile

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

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3. Academic

3.1	30
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	23
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	43
Total number of Classrooms and Seminar halls	
4.2	110
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	75
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

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.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	0

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

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. 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.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	0

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

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

1.2 - Academic Flexibility

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

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

07

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

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

0

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

0

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

1.3 - Curriculum Enrichment

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

Environment and Sustainability:

About Environment and Sustainability related issues, The College conduct the following activities:

Seminar, awareness program, and lecture program by experts,

Mass tree plantation, Poster Competition, Essay Competition on world environment day celebration

Swaccha Bharat Abhiyan, Tobacco free campus, plastic ban within the college campus.

Gender Equity:

The institute organized special programs on gender equality and sensitization and a series of invited talks.

- Women Safety Programme
- Guidance lecture for female students
- Programme on Women Empowerment
- Self-Defense training for girls students

Human values:

Beside the syllabus, the institution organized various programmes on human values:

Blood Donation Camp.

Celebration of Independent Day, Republic day, Teacher Day, Gandhi Jayanti etc.

NCC volunteers are sent for various extra-curriculum activities so that the students get familiar with their social responsibility. NSS unit is very active and regularly arranged social and cultural activities in the college and adopted village.

Professional Ethics:

Ethical practices such as truthful information, facts, and unprejudiced approach are taught in content of syllabus and also by organizing seminar, workshop etc.. Career Guidance and Placement Cell organized placement activities including training on a regular basis as per the job requirements of industry and government policy.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

14

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

14

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above								
<table border="1"> <thead> <tr> <th data-bbox="86 353 523 421">File Description</th> <th data-bbox="523 353 1394 421">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 421 523 524">URL for stakeholder feedback report</td> <td data-bbox="523 421 1394 524">No File Uploaded</td> </tr> <tr> <td data-bbox="86 524 523 779">Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)</td> <td data-bbox="523 524 1394 779">View File</td> </tr> <tr> <td data-bbox="86 779 523 882">Any additional information(Upload)</td> <td data-bbox="523 779 1394 882">No File Uploaded</td> </tr> </tbody> </table>	File Description	Documents	URL for stakeholder feedback report	No File Uploaded	Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File	Any additional information(Upload)	No File Uploaded	
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1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website								
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TEACHING-LEARNING AND EVALUATION									
2.1 - Student Enrollment and Profile									
2.1.1 - Enrolment Number Number of students admitted during the year									
2.1.1.1 - Number of sanctioned seats during the year									
300									
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Institutional data in prescribed format	View File								
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC,									

Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

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

78

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

2.2 - Catering to Student Diversity

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

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.

File Description	Documents
Link for additional Information	0
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
510	30

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

Teaching-learning methods adopted by the faculty members include Lecture Method, Interactive Method, Project-based Learning, ICT PPT presentation, Experiential Learning, problem solving methods, etc. The institute focuses on the student-centric methods of enhancing lifelong learning skills of students by adopting the below-mentioned student-centric methods.

Experimental Learning:

Each departments specially Physics, Chemistry, Botany, Zoology, IT/CS conduct Laboratory Session with content beyond syllabus experiments.

Students Seminar/Project:

The Student seminars are organized where in the papers are presented by students on their allotted project topics to enrich their learning experience. Beside project seminar, each department organize student seminar on the topics of their choice.

Field Visit:

Students are allowed for the field visit and excursion for their project work and also as and when required as per course syllabus.

Problem Solving Methods:

Each department encourage students to acquire and develop problem-solving skills by various activities such as:

Home Assignment, Project work, Group discussion, solving previous year questions paper, Participation in inter college event etc.

ICT enabled teaching:

The institution adopts modern pedagogy to enhance teaching-learning process. The institution has the essential ICT equipments like classroom with LCD projector, digital classroom, Wi-Fi enable campus etc.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	0

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

In addition to traditional classroom teaching, Teachers use ICT enabled tools for effective teaching-learning process. Birjhora Mahavidyalaya uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education. The following tools are used by the college: Projectors, Laptop, Desktop, Printers, Scanner, digital classroom etc, and they are installed at classroom, laboratory, department, seminar hall and all prominent places.

The faculty used various ICT enabled tools to enhance the quality of teaching-learning like:

1. Google meet or Zoom and similar tools are used to conduct online class tests, for lecture delivery, submission of online assignment etc.
2. Used many interactive methods for effective teaching such as PPT presentation, Video clippings, Use of online resources from NPTEL, DELNET, youtube links etc.
3. WhatsApp group used as platforms to communicate, make announcements, queries and share information
4. . Online competitions- Various technical events and management events such as Project presentations, students seminar, online quiz, Debates, paper presentations etc. are being organized with the help of various Information Communication Tools
5. All the departments conduct webinars, workshops, guest lecturers through virtual mode using ICT tools.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	0

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

30

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

2.4 - Teacher Profile and Quality

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

23

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

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

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

16

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

310

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

2.5 - Evaluation Process and Reforms

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

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.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	0

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

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.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	0

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The College has clearly stated learning outcomes of the Programs and Courses offering in the College and the following mechanism is followed to communicate the learning outcomes to the teachers and students.

Hard Copy of syllabi and Learning Outcomes are available in the college/departments for ready reference to the teachers and students.

Learning Outcomes of the Programs and Courses are highlighted and made aware to the students in the induction programme at the beginning of the session. The importance of the learning

outcomes has been discussed and communicated to the teachers in staff meeting and IQAC meeting.

Soft Copy of Curriculum and Learning Outcomes of Programmes and Courses are uploaded on the Institution website for reference.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	0
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The level of attainment of Program Outcomes, Program Specific Outcomes and Course Outcomes are measured using various indicators throughout the semester of the academic year. The faculty records the performance of each student with the help of the specified course outcomes through a continuous evaluation process. The faculty provides home assignments to students, conducts internal tests, viva voce, departmental seminar, projects, internship etc. in order to assess the Programme Outcomes and Programme Specific outcomes attained by each student. Some of the key indicators of measuring attainment are:

- 1..End Semester University Examination
2. Internal Assessment
3. Practical Assessment / External Assessment
4. Result Analysis
5. Promotion /admission to Higher Education

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	0

2.6.3 - Pass percentage of Students during the year**2.6.3.1 - Total number of final year students who passed the university examination during the year**

149

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	0

2.7 - Student Satisfaction Survey**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

<https://birjhoramahavidyalaya.in/sss.aspx>

RESEARCH, INNOVATIONS AND EXTENSION**3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	0

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

06

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

8

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

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

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

8

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The IQAC and NSS unit of the college organizes various extension activities as:

- tree plantation, Road safety awareness
- Swachhta Abhiyan
- Free Health check -up camps at adopted village
- Zero Emission Day
- Voters awareness
- Blod donation camp
- Blood group detection
- COVID-19 Awareness Campaign
- World AIDS Day Celebration
- Friendly Footbal match with youth of adopted village

All these mentioned activities have positive impact on the students and it developed student community relationship, leadership skill and self confidence of students. It also helped in cultivating hidden personality of students and created awareness among students.

File Description	Documents
Paste link for additional information	0
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

01

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

9

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

203

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

01

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

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

09

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Classroom: -

The college has 40 classrooms of various sizes for classes of various strengths. All the classrooms are well ventilated, well-equipped with projector, sufficient number of benches and fans.

Library: -

The Library is well equipped with a separate reading room facility for students and teachers. The total collection of libraries is as follows: Books 9000, Periodicals 60, Newspapers 04, CD's/ DVD's- 113, Online E-journal 16+ (NList), Online e-books 500+(N-List) ,Reference Books:33000 and ten steel cupboards and as per their suggestion a separate section is allotted to them in the library.

Departmental Libraries: -

In addition to Central Library, all the departments in the college run their own departmental libraries. They issue their own books to their students. The students take benefit of both the libraries.

Central Lab Facility:

Central Lab of the college is equipped with high throughput instruments to facilitate and augment research activities of the students as well as implementation of various research projects by the faculty at the institute. Some notable instruments are UV

Vis spectroscopy, Centrifuge, Oven, Automatic tissue Processor etc.

Women's Hostel: -

There are 16 well furnished rooms that can accommodate 34 female students. Those who wish to continue their higher education may take the benefit of this facility.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	0

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

Institute has created both infrastructural and instructional facilities to bring about all round development for the students including games & sports and extra-curricular activities. Large playing fields support a wide variety of games.

The institute also has gymnasium facility for both boys and girls. The college organizes events related to NSS, YRC, Swatcha Bharath etc. periodically college week to exhibit and promote the talent of the students in sports, drama, music, dance, band, etc.

Students are very much encouraged to participate in the cultural events held in the college like Freshers, Annual Sports Day, Annual Day, Farewell etc., to exhibit cultural talents and also to participate intercollege festival organised by University.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	0

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

09

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

09

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	00
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

110

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

Birjhora Mahavidyalaya Library has automated itself by adopting the following measures-

ILMS in Library: BML has been using SOUL 2.0 for all the in house operations .SOUL is used for various in house operations such as cataloguing, Circulation. Entry of new members in the library is also done using SOUL.

Membership of e-content: BML has subscribed to N-List and Delnet.Students are getting benefitted by the rich collection of

e journals and e books available on these two data bases.

Whatsapp based circulation of documents: There is a Whatsapp group which includes the class representative and the librarian. Digitized question papers, free e books etc are shared circulated among the students through this group.

Search through OPAC, Digital Library section, Internet based Library not currently working

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	0

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

2.62

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

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

75

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

4.3 - IT Infrastructure

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

The institute has always given priority for up-gradation of IT facilities. Regular updating is done in facilities at institute level as well as department level.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	0

4.3.2 - Number of Computers

75

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

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

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

4.4 - Maintenance of Campus Infrastructure

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

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

110

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	0

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

33

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

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

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

00

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	B. 3 of the above
File Description	Documents
Link to institutional website	nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
00	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
00	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student	B. Any 3 of the above

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

00

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

38

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

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

00

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

00

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

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.

File Description	Documents
Paste link for additional information	0
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

539

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

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

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. 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 netpractice 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. . 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.

File Description	Documents
Paste link for additional information	0
Upload any additional information	No File Uploaded

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision of the college:

Youth empowerment through access to education, particularly higher education, inculcating scientific spirit and traditional human values enabling to share in purposeful societal needs.

Mission:

1. To impart collegiate education in various discipline as well as emerging inter disciplinary and application oriented areas.
2. To insist for improvement of standard and quality of education to make it more relevant to manpower need.
3. To promote and advance the cause of science both in pure and applied branches.
4. To take all such other steps and measures which can make an appreciable impact on improvement of standards and quality of education.

The institution has a mechanism for providing operational autonomy to all the various functionaries:

Governing body and Principal:

The Governing body along with the principal provides the entire academic and operational support to all the academic and administrative matters.

IQAC Coordinator:

Internal Quality Assurance Cell monitors the academic and administrative activities.

HoD:

The Heads of the various departments and the faculty members perform their active role and responsibilities associated with the vision and mission of the college. The faculty members represent the ethics and professionalism in education.

Librarian:

Library also plays important role in initiating vision and

mission of college.

Non-Teaching Staff:

Non Teaching staff plays crucial role in managing and accomplishing the work.

File Description	Documents
Paste link for additional information	0
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

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.

File Description	Documents
Paste link for additional information	0
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Core Values of our Institution:

- Excellence in Teaching and Learning

- Involvement of all Stakeholders of the Institution in Decision-making
- Community Engagement
- Respect and Commitment
- Holistic Development of Students

Objectives of Perspective Plan:

While preparing the present perspective plan, the IQAC has considered following main objectives:

- To ensure top quality standards in higher education and implementation of NEP-2020
- Contributing to National Development
- Developing requisite competencies amongst students of the college
- Inculcating a Value System among the Students
- ICT-based teaching and learning.

Perspective Plan:

- To maintain continuously good academic performance
- To develop and execute effective teaching- learning process
- To encourage research culture in faculty and students
- To develop a comprehensive system of student mentoring and student support and ensure transparency in evaluation process of students
- To empower faculty about emerging trends in their profession for academic advancement
- To facilitate a friendly, efficient and flawless administrative set up ensuring a smooth day to day functioning

Focus of Strategic Plan:

- To make students more employable
- Providing various courses which will help in increasing their practical knowledge
- Conducting training program for competitive exam free of Cost
- Periodic interaction with the distinguished guests
- Industrial visits to various business premises

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	0
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The president and members of Governing Body are at the top of the organizational structure. The overall supervision of the college comes under their purview.

The Principal is the Head of the Institution. The principal is assisted by IQAC Cell, Teaching Staff association, Heads of the Departments and other cell. The principal monitors and manages the day -to - day academic and administrative functions of the college with the assistance of staff council. The principal constitute committees for various academic activities. The coordinators of co-curricular and extra-curricular activities prepare annual plans and execute the same and the approval of the principal. The Convener of the academic committee, Examination committee over sees the examination related duties of the college with utmost vigil. Sports activities are well planned and executed by staff and union body with the guidance of principal and sports committee. Quality initiatives regarding an academic and administrative activates are proposed by IQAC and the consent of the principal. Professional development of the faculty is taken care by IQAC.

They recruitment and promotion policies are followed as per the guidelines of UGC, State and affiliating University regulations and the management.

The office administrative staff take care the implementation of the promotions, leaves, pay and service related issues.

File Description	Documents
Paste link for additional information	0
Link to Organogram of the Institution webpage	0
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The institution effectively implements the welfare schemes for the teaching and Nonteaching faculties. The College makes arrangements for availing all the government schemes such as Gratuity, Pension, Commutation of Pension, Earned Leave encashment, Maternity Leave, Medical Facility, Leave on Overseas Project or Conference, Permission to attend FDP such as Orientation programmes and Refresher courses, short term courses, etc. for the career development and progression of the teaching as well as non-teaching staff.

Besides the above, the following benefits are given to the teaching and non-teaching staff.

Teaching Staff:

BM Welfare Fund

Non-teaching Staff:**Festival Bonus****Students:**

Waiving of Admission Fee (as per Govt. guideline) Examination Fees, Book Bank (Institutional level).

File Description	Documents
Paste link for additional information	0
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

04

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

02

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

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

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

09

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The college strictly follows the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the

Maintenance of Standards in Higher Education, together with all amendments made therein from time to time, for its teaching and non-teaching staff. The performance of each employee is assessed annually after completion of one year of service. The objective is not only to objectively evaluate the performance as per established norms, but also to identify potential aspects for improvement that can eventually lead to further progress and growth of the employee. The salient features of the performance appraisal system are as follows:

Teaching Staff:

- The performance of each faculty member is assessed according to the Annual SelfAssessment for the Performance Based Appraisal System (PBAS).
- Promotions are based on the PBAS proforma for UGC Career Advancement Scheme (CAS) that is based on the API score.
- The institute undertakes a wide range of activities besides academics, for which faculty members are assigned additional duties and responsibilities, which are mostly voluntary. The Institute accords appropriate weightage for these contributions in their overall assessment.
- The faculty members are informed well in advance of their due promotion.
- The PBAS proforma filled by the Faculty Member is checked and verified by the Heads of the Departments, followed by the Dean, Secretary, IQAC and the Director.

Non-Teaching Staff: All non-teaching staff are also assessed through annual confidential reports and annual performance appraisal

File Description	Documents
Paste link for additional information	0
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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

File Description	Documents
Paste link for additional information	0
Upload any additional information	No File Uploaded

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

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

00

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

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

Institute maintains & follows a well-planned process for the mobilization of funds and resource. The process involves various committees of the institute as well as the Department Heads and Accounts office.

Mobilization of Funds:

- The student Tuition fee is the major source of income for the institute.
- Various government and non-government agencies sponsor

events like seminars and workshops.

- Alumni contribute to the institute by raising funds to purchase items

Utilization of Funds:

A purchase committee has been constituted to monitor the optimum utilization of funds for various recurring and non-recurring expenses

The purchase committee seeks quotations from vendors for the purchase of equipment, computers, books, etc.

The quotations are scrutinized by the finance and purchase committee before a final decision is made based on parameters like pricing, quality, terms of service, etc.

The Principal, finance and purchase committees along with the accounts department ensure that the expenditure lies within the allotted budget.

The intervention of the management is sought in case the expenditure exceeds the budget.

Resource Mobilization Policy and Procedure :

Before the financial year begins, Principal and Heads of Departments prepare the college budget. The institutional budget includes recurring expenses such as salary, electricity and internet charges, stationary & other maintenance costs. It includes planned expenses such as lab equipment purchases, furniture, and other development Expenses. The budget is scrutinized and approved by the top management and Governing Council. Accounts department and Purchase department monitor whether expenses are exceeding budget provision.

File Description	Documents
Paste link for additional information	0
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for

institutionalizing the quality assurance strategies and processes

The Institution carries out a number of academic and administrative activities throughout the year. The IQAC plays an important role in the planning, execution and evaluation of all these activities.

1. Preparation of academic calendar
2. Preparation of AQAR and submission
3. Online Feedback collection, Analyze and action taken report
4. Supervising Teaching learning process
5. Supervising evaluation process
6. Supervising the redressing of grievances of any kind
7. Monitoring the co-curricular, extra-curricular, extension and sports activities
8. Organization of seminar, workshop, FDP etc.
9. Encouraging students' participation in inter-class and inter-college competitions
10. Alumni engagement, Alumni meet, parent meet etc

File Description	Documents
Paste link for additional information	0
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The college has effective and extensive mechanism, strategies of the Management and IQAC implemented in the college. The IQAC reviews the teaching methodologies and upgrade as per the requirements. Teaching learning is important process in the development process.

1. Preparation of Academic plan and action plan.
2. Preparation of teaching plans and maintaining the records of the students.
3. Adoption of new teaching methodologies and implementation of teaching methods.
4. Remedial class for slow learners

5. Conducting the transparent and effective assessment process as per the guidelines.

6. To assess the performance appraisal of the teachers by collecting assessment report and provide the feedback for the improvement.

6. Collect the feedback from the students and parents and alumni.

File Description	Documents
Paste link for additional information	0
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The institution has initiated several measures and the following are some measures initiated by the institution for the promotion of gender equity & sensitization:

- The institution promotes gender sensitization through co-curricular activities like workshops, seminars, guest lectures, street plays, poster exhibitions, counseling etc.
- The institution organized 'Self-defense training' for the girl students of the institution at regular intervals.
- Separate rest rooms and wash rooms are there for the girl and boy students.
- The institution constituted the following committees as per norms laid by University/UGC: Institution Grievance Redressal Committee, Anti-Ragging, Sexual harassment prevention cell, Students' Disciplinary Committee, Women cell & Internal compliance committee, SC /ST/OBC Students Committee,
- Mentoring Programme cares for the well-being of students and staff in the institution.
- The functions of these committees are displayed on the website of the institution and information is being disseminated to the students through orientation and induction programs
- The institution provides safety and security facilities for the staffs and students such as CCTV Surveillance throughout the campus and security arrangement.
- Students wear ID cards at all times and outsiders are checked by security staff before allotting visitor IDs.
- Girl's common room is provided with sanitary napkin vending and disposal machine for the safe and hygienic disposal of sanitary napkin
- The Women's cell organizes a number of activities for women empowerment.

File Description	Documents
Annual gender sensitization action plan	0
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	0

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	C. Any 2 of the above
File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded
7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management	
<p>The college authority has taken all measures to maintain a clean environment and proper disposal all kind of wastes in suitable manner as follows:</p> <p>Solid Waste Management:</p> <p>Institute use Separate Garbage bins in different location of the campus including open areas, rooms and toilets. Solid waste is collected by designated personals from the dust bins placed at different locations of the campus. The collected waste is categorized as Bio - degradable and Non-Bio - degradable. The collected biodegradable waste are separately collected, allowed to decompose</p> <p>The Collected Non- bio degradable waste is disposed to the Municipal Corporation.</p> <p>Liquid Waste management:</p> <p>The college has water harvesting system. The liquid waste is disposed through drainage system, water pipeline coming out from canteen, laboratories, toilet separately join through surface /underground pipelines and water gets disposed off in soak pits situated near the labs and toilets.</p> <p>Biomedical Waste Management:</p> <p>Waste recycling system: All recyclable via different vendors .</p>	

E-Waste Management:

Some of the e-wastage (Bettery, IC, Elelctronics components, printer, lab equipments etc)generated is used for demonstration purposes and the remaining e- waste is disposed through a vendor.

Hazardous chemicals and radioactive waste management: Not Applicable

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	0
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. landscaping with trees and plants**

C. Any 2 of the above

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

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

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

D. Any 1 of the above

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

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

D. Any 1 of the above

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

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

The college has conducted several programs for providing an inclusive environment. It has taken various initiatives for promoting tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic, and other diversities.

For the promotion of tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic, and other diversities, NSS Cell of Birjhora Mahavidyalaya organizes various programs in a regular manner:

- Ek Bharat Shrestha Bharat campaign on the anniversary of SardarVillabhai Patel.
- Azaddi ka Amrit Mohotasav campaign
- Awareness on COVID-19
- Food Item Distribution
- Voter Awareness Program
- Tree Plantation
- Cultural Exchange Program
- Fit India Freedom Run
- Online Quiz/Essay Completion

- Cycle Rally
- Blood Donation Camp
- International Yoga Day
- World Environment Day

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college has conducted several programs time to time for the Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens:

- Vigilance awareness week
- Azadi Ka Amrit Mahotsav
- Flood Relief Donation
- Republic Day Celebrations
- National Science Day
- Blood donation camp
- Independence Day
- Teachers Day
- Internnational Womens Day
- World Environment Day
- Voter Awareness Campaign
- Seminar on Human rights, Values and duties
- Gandhi Jayanti celebration

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

<p>7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized</p>	<p>C. Any 2 of the above</p>
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File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Birjhora Mahavidyalaya celebrates national and international commemorative days, events and festivals to promote unity, integrity, harmony and effective socialization and relationship among the students and staff of the College. The college celebrates various events which are mentioned below every year.

- Republic Day Celebrations
- National Science Day

- Independence Day
- Teachers Day
- Internnational Womens Day
- International Yoga Day
- World Environment Day
- Gandhi Jayanti celebration
- National Mathematics Day

- National NSS Day
- World Blood Donors Day
- International Day Against Drug Abuse & Illicit Trafficking
- World Cancer Day
- World's AIDS Day

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Best Practice 1

1. Title of the Practice: RUSA Finishing School "Training program to economically and socially backward V & VI semester students

Best Practice 2

1. Title of the practice: Periodical cleanliness drive on Swachh Bharat Abhiyan

Report attached in separate sheet

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The performance of the institution in one area distinctive to its vision and mission:

Birjhora Mahavidyalaya, popularly known as Birjhora Science College, is a co-educational college and was established in 1986 with the vision and mission as given below:

Vision:

Youth empowerment through access to education, particularly higher education, inculcating scientific spirit and traditional human values enabling to share in purposeful societal needs.

Mission:

1. To impart collegiate education in various discipline as well as emerging inter disciplinary and application oriented areas.
2. To insist for improvement of standard and quality of education to make it more relevant to manpower need.
3. To promote and advance the cause of science both in pure and applied branches.
4. To take all such other steps and measures which can make an appreciable impact on improvement of standards and quality of education.

Keeping all these in view the Birjhora Mahavidyalaya always gives priority to promote education to poor and needy students of rural background. So, the college always provides academic environment to those aspiring students of the rural area so that they can move ahead in their academic endeavor. Keeping holistic development of the students in view, the college has taken many initiatives on the following areas:

- Student support and academic mentorship by faculty
- Skill-based system of education under RUSA
- E-Governance Area
- Scholarship and financial assistance
- Active engagement of students in National Service Scheme (NSS) Social Work
- Encourage students to participate in Sports and Athletics
- Student progression and Results

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

7.3.2 - Plan of action for the next academic year

1. Prepration for NAAC Assessment and welcome to NAAC PEER TEAM
- 2.Focus on skill development to implement NEP 2020
3. Enhancement of teaching and learning resources
- 4.Promotion of professional development:
5. Organization of Seminar, Workshop, Training program