

SELF STUDY REPORT
For
Second cycle of Re-Accreditation



INTERNAL QUALITY ASSURANCE CELL

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Submitted to
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
Bengaluru – 560072
November 2014



BIRJHORA MAHAVIDYALAYA BONGAIGAON (ASSAM)

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SELF STUDY REPORT *For* Second cycle Re-Accreditation

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Submitted To

**National Assessment and Accreditation Council
(NAAC)**

BIRJHORA MAHAVIDYALAYA

Provincialized Degree Science College.
(Affiliated to GAUHATI UNIVERSITY, Recognized by Govt. of Assam and UGC)
BONGAIGAON- 783 380 (ASSAM)

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Ref. No.

Date: 28/11/2014

From:

Dr. K.K. Sarma
Principal
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Declaration by the Head of the Institution

I certify that the data included in this Self-study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during the peer team visit.



*Signature of the Head of the Institution
with seal*

Principal
Birjhora Mahavidyalaya
Bongaigaon

Place: Bongaigaon, Assam

Date: 28th November, 2014

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PREFACE

Birjhora Mahavidyalaya, a degree Science College at Bongaigaon, Dist- Bongaigaon, Assam was established as a Science College in the year 1986. It is affiliated to Gauhati University. The college and its affairs are not confined only to the people linked directly to it, but also a matter of concern for the local people of this area, who have a feeling of oneness with the college. The local citizens remain as self appointed custodians with their criticism, suggestions, appreciation and pride in Birjhora Mahavidyalaya. During the 28 years of its existence, the social accreditation and good will that the college has received is a potential source to go ahead with our mission.

Prior to the establishment of this college most students of this locality had to move out for higher education in science. With the establishment of this college, the long-felt genuine need of the people of a vast area of lower Assam with regard to higher education particularly in science was fulfilled.

Nestled in the lap of Mahadev Hillock, the 16.529 acres campus of the college is always covered with lush greenery throughout the year. Away from the din and noise of the town, the Mahavidyalaya premises is distinctly marked out with boundary walls, scattered Assam type and RCC buildings, aesthetically laid out garden and provides a green and clean environment suitable for pursuit of learning.

The college is situated in the busy industrial town of Bongaigaon in the Bongaigaon district of western Assam. Geographically Bongaigaon is located at the globe at latitude of 26.47^0 North and 90.57^0 East and above 1180 feet from sea level. It is the only college offering B. Sc. programme in the district headquarter.

Birjhora Mahavidyalaya made a humble beginning with the offering of only five science subjects (Botany, Chemistry, Mathematics, Physics and Zoology) as general courses w. e. f. the session 1986-87. In 1991, the college had introduced Economics and Statistics besides opening up major courses in Zoology and Chemistry. In due course major courses were introduced in Botany, Mathematics and Physics also. Besides regular major courses in science subjects, our college offers Information Technology as a vocational subject successfully from the session 2003-2004. Major course in statistics which have been already permitted by Gauhati University is scheduled to be started from the next session. The college awaits the N.O.C from the Government of Assam for opening of Arts stream, the permission for which has already been obtained from the Gauhati University. The college has also applied for opening new subjects, computer science and microbiology and the same is in process.

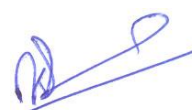
The college offers academic flexibility for the stakeholders by the establishment of study centres of distance mode of education like IGNOU, KKHSOU and IDOL, GU. The certificate, diploma, degree and PG programmes like BCA, M. Sc (I.T) , M.C.A, PGDCA, MA/M.Sc are some courses which also help in internal resource generation.

The college was brought under Grants-in-Aid system of the Government of Assam during the year 1990. The college has been provincialised as per the Assam College Provincialisation Act, 2005. It has now turned into a full-fledged institution of higher learning providing UG courses in Science, and skill based career oriented courses. In the year 1998, the college was recognised by the UGC under section 2f and 12(B).

The college now volunteers for the 2nd cycle of assessment and accreditation by NAAC. In sustaining the quality measures adopted in the college and preparing the SSR, a humble and careful effort has been taken to involve all the faculty members and non-teaching staff members by the Steering Committee.

The college was accredited by NAAC with a B grade in the year 2004. But due to certain unavoidable circumstances the college was not in a position to go for reaccreditation (2nd Cycle) in due time. However the college has never ceased the process of introspection of its activities. We have furnished all the AQAR for the 2nd cycle of assessment and have sent the proposal to NAAC for reaccreditation.

We strongly believe that assessment and accreditation by NAAC is a matter of pride and honour for the college. We welcome the visit of the peer team of NAAC to Birjhora Mahavidyalaya.



Principal & Chairperson, IQAC
Birjhora Mahavidyalaya
Bongaigaon
783380

Post-Accreditation Initiatives

Birjhora Mahavidyalaya was assessed and accredited by the National Assessment and Accreditation Council (NAAC) for the first cycle during the year 2004. The institution was accredited for a period of 5 years with grade “B”. The second cycle of assessment and accreditation could not be conducted in due time. Due to the preparation of year long silver jubilee celebration of the college w.e.f 1st September, 2010, the IQAC could not prepare the SSR in stipulated time. However the college has never ceased the process of introspection of its activities. Formed in 2005, IQAC of the college has remained active for the last 10 years, and has been preparing and sending the Annual Quality Assessment Report (AQAR) to the NAAC in regular manner.

Birjhora Mahavidyalaya authority has delightfully accepted the recognition and sincerely noted the suggestions put forwarded by NAAC with appreciation. Accordingly, action plans were chalked out to improve the status of the institution in true sense covering all the aspects.

Responses to the suggestions given by NAAC peer team during their visit in the first cycle:

(A) Response to Criterion-wise suggestions:

1) Curricular aspect:

i) Opening of new subjects

The college has taken steps for introducing Computer Science as an Elective subject and major course in the subject Statistics from the next academic session.

ii) Opening of new programmes

Permission has been obtained from GU for opening of BA programme; but yet to receive the NOC from Govt. of Assam in this regard.

As per the suggestion of NAAC peer team for opening of BCA programme in the college in regular mode it may be noted that it could not be implemented. However it may be mentioned that the said programme has been continuing in distance mode of learning under KKHSOU study centre of the college.

2) Teaching Learning and Evaluation

i) Increasing the number of Teaching Aids

Sufficient number of teaching aids has been provided during the last few years. In addition to the 6 nos. of OHP, 6 nos. of LCD projectors, 13 nos. of Laptops, 27 nos. of desktop computers and 13 nos. of Green Boards are newly added to all the departments of the college which are regularly used by the faculty members.

ii) Increase in teaching Days:

The number of teaching days has been increased from 158 days (as per records of the pre accreditation period) to 185 days.

iii) Teacher-taught Ratio:

The teacher – taught ratio is improved in comparison with the observation made in pre accreditation period.

iv) Increase in the number of students in Chemistry Major Course:

Enrolment of students in Chemistry Major Course has been increased remarkably during this period.

3) Research, Consultancy and Extensions

- i) **Number of Faculty members engaged in research activities:** The number of faculty members engaged in research activities have been increased from 6 nos. (as per pre accreditation period) to 11 nos. In addition to that two faculty members have been pursuing their research work leading to Ph. D degree. 58 nos. of research papers have been published by the faculty members till date. One faculty member has completed a major research project, 8 has completed minor research project while 3 faculty members has been continuing minor research project during the last four years.
- ii) **Consultancy service by Zoology and Botany Dept.:** Faculty members of Botany and Zoology department are providing consultancy service at individual level as and when approached by concern agency or person.

4) Infrastructure and Learning resources

- i) **Renovation of Physics and Chemistry Laboratory:** Renovation of the Physics and Chemistry laboratory has been done as per suggestions of NAAC peer team report.
- ii) **Increasing facilities in the Library:** More number of books and journals are procured for the central library during this period. A photocopier machine, a spacious eco-friendly (energy saving, airy) reading room, Book Bank facility has been provided to the library during this period. The working hours of the library has been increased as per requirement of the users. Now the library is computerised and effort is going on for full computerisation.
- iii) **Provide computers to the departments with LAN facility:** Desktop computers and laptops are provided to all departments; however LAN facility is there only in the department of Physics and Information Technology. VPN connection has been provided to the departments.
- iv) **Hostel accommodation for Girls students:** Women's hostel have been constructed and opened for the girls' students. At present 29 nos. of boarders are there in the women hostel. There is also one quarters for staff.
- v) **Workshop in the Physics department:** As per the suggestion, a small workshop will be attached to the Physics department very soon. There is one workshop for IT Department.

5) Student support and Progression

- i) **Provision for Multigym:** Multigym facility is provided to the students; it is maintained by a committee constituted with student members including the General Secretary and Asstt. General Secretary of BMSU.
- ii) **Appointment of Physical Instructor:** So far college has not appointed any physical instructor on regular basis. However in some specific cases college invites physical instructor/ trainer to the college for the benefit of the students.

6) Organization and Management

- i) **Fund raising drive:** College authority with the help of faculty members and other stakeholders had given extensive fund raising drive during the year-long celebration of silver jubilee of the college. In this context, college authority received a warm response from Industry (IOCL – BGR), local industries, alumni, public, different departments of Govt. of Assam and Govt. of India. A local businessman and sympathiser of the college donated the whole amount for the construction of the main gate of the college. A Central Laboratory has been constructed with the financial

assistance from the IOCL (BGR). The different study centres of distance mode of learning are also the source of internal fund generation. From the fund generated from IDOL study centre, Silver Jubilee Building is under construction to facilitate the distance learners.

- ii) **Office automation/ continuous power supply:** Office Automation software has been installed in the college office. For uninterrupted power supply, 3 online UPS and two 25 KVA diesel generators along with two small generators have been procured during the period.

(B) Response to Overall suggestions

Suggestion 1: The College library needs to be computerized.

Responses: The college library is now fully computerized. SOUL software is installed. N-list programme has been continuing which facilitates the staff and students to browse e- resources. Birjhora Mahavidyalaya is now a certified A-view user which enables its members to attend virtual classroom workshops organized by INFLIBNET every month. Online Public Access Cataloguing (OPAC) will be introduced shortly. Book Bank facility is already introduced.

Suggestion 2: The working hours of the library needs to be increased. As far as possible each department be provided with a computer and all members of teaching and non-teaching staff be trained in using computer.

Responses: As per the suggestion of the NAAC peer team, the working hours of the college library is increased. Previously the library was opened at 10 am and close at 5 pm. Now the library remains open from 9 am to 5 pm. The library staffs take a half an hour Tiffin break on rotation basis.

Each department is provided with one Desktop Computer with printer and other accessories. In addition to that all the HoDs are provided with a laptop computer along with LCD projector for audio-visual classes, departmental seminars or other departmental works. Teachers of the college are habituated with using computer regularly and almost all the non-teaching staff members are computer literate; few of them are expert in dealing software and hardware problems.

Suggestion 3: A hostel for the girl students appears necessary.

Responses: Birjhora Mahavidyalaya Women's Hostel is inaugurated on 1st September, 2014. It is constructed with the financial assistance from UGC during XIth Plan period. Total capacity of the women's hostel is 30. At present 29 boarders are there in the hostel.

College also sent proposal to the State Government through the district administration for constructing one Boys' Hostel and is waiting for the positive response.

Suggestion 4: The reading room facilities for students need further extension.

Responses: A new library building is constructed with financial assistance from UGC during XIth Plan period. A well-furnished spacious reading room with sufficient light (eco friendly) in the library block caters the need of the students as well as teachers.

Suggestion 5: Drinking water in the Boys common room may be provided.

Responses: The Boys' Common Room is shifted to another spacious room. Multigym and indoor sports facility is provided in the common room. Though drinking water facility is there in the college canteen centrally, separate drinking water facility is provided in the Boys' Common Room.

Suggestion 6: Courses offered in Economics and Chemistry be given a new look (regarding students enrolment)

Responses: The subject Economics along with Statistics was introduced in the college from the year 1990 with an aim to cater the needs of the students. It gives the students of the locality an ample opportunity to admit in a different combination of subjects (Economics, Statistics and Mathematics) in the college. During the counselling session at the time of admission, students are given first hand information regarding the importance, relevancy or scope of the subject/ combination due to which students' enrolment number in the subject Economics are increasing remarkably.

Likewise students' enrolment in the major course of the subject chemistry is also increasing day by day. On the other hand, students' enrolment in the chemistry general course is so high that special measures are taken at the time of admission. The subject Information Technology has to ease the pressure of admission seekers in chemistry general course.

Suggestion 7: Allocation for the library be increased to subscribe for journals and magazines

Responses: More than three thousand books (including reference books) and eight journals/ periodicals are added to library during the last post accreditation period.

Suggestion 8: Management have to think of a long term plan for all-round development of the college

Responses: For academic expansion, college authority had applied for introducing one arts stream and two new subjects from the current academic session. Though the affiliating university (Gauhati University) granted permission for opening of the new stream, Government of Assam is yet to issue the required NOC till date.

Recently Government of Assam has sanctioned an amount of Rupees one Crore for construction of digital classroom/ digital library and for other infrastructure development of the college.

Suggestion 9: A playground is considered essential with provisions for full-time or part-time Physical Training Instructor.

Responses: The Management sincerely feels the necessity of a playground of its own. In fact, the main hurdles before the Management in acquiring a playground, a swimming pool or an Indoor Stadium are dearth of plain area for infrastructure expansion. However college management has long term plans for demolishing the old buildings on the plain area in a phased manner to clear the plain area to be used as playground and replacing it by constructing multi-storeyed building in the hilly area. As it requires huge financial involvement, College is awaiting for funds to flow through RUSA, UGC or other Government funding agencies in the XII Plan.

Physical Training Instructor is occasionally invited to the college to acquaint the students with the particular sport.

Suggestions 10: All students passing out of the college should get opportunity to learn the use of computer.

Response: It may be stated that almost all the students of the college have the knowledge and skill of computer.

(C) Initiatives other than recommended by NAAC peer team:

After the NAAC peer team visit to the college for 1st cycle in 2004, following initiatives have been taken by the college of its own:

- i) A Seminar Hall has been constructed with financial assistance from State Govt. under Buniyad Scheme.
- ii) An Audio-Video Hall has been constructed under District Rural Development Authority, Bongaigaon.

- iii) One computer laboratory has been set up from resource generated from IDOL Study Centre.
- iv) Institutional Biotech Hub has been established with financial assistance (Rs. 27 lakhs) from DBT, Govt. of India.
- v) Along with other sophisticated instruments, a powerful Telescope was procured for sky watching.
- vi) Additional grants for teaching aids (Rs. 42, 32,500/-) has been received from UGC during XIth Plan period.
- vii) More number of fire extinguishers has been installed.
- viii) Received one Crore from State Government for constructing Digital Class room/ infrastructure development.
- ix) Group Insurance for students is introduced
- x) Organized computer training for staff
- xi) Introduced rotation of departmental Heads
- xii) Linkages with other universities for introducing distance learning programmes

EXECUTIVE SUMMARY

The college is committed to ensure quality enhancement in the field of higher education and takes pride in being a part of the giant knowledge movement of the country.

Formed in 2005, IQAC of the college has remained active for the last 9 years, and has been preparing and sending the Annual Quality Assessment Report (AQAR) to the NAAC in a regular manner. The suggestions of the first NAAC committee provided the direction and impetus to the college to advance in the right direction. Birjhora Mahavidyalaya authority has honored the recognition and suggestions put forwarded by NAAC with appreciation. Accordingly, action plans were chalked out to improve the status of the institution in true sense covering all the aspects. We have furnished all the AQARs for the 2nd cycle of assessment. A humble and careful effort has been taken to involve all the faculty and supporting staff of the college by the Steering Committee in its preparation of SSR and to maintain quality sustenance and improvement to lead the college towards the future.

As the college is affiliated to Gauhati University, it primarily imparts undergraduate level of education with facilities for major courses in five science subjects in conformity to the curriculum prescribed by the University. Though the main thrust is given to the academic performance of the students, the college never remains idle to identify and develop their physical, rational, aesthetic and moral aptitude.

The college is in receipt of financial help from DBT for opening the Institutional Biotech Hub to boost up research activities in relevant areas. Students also take part in subject specific educational tour programmes to different places of importance and advanced laboratories organized by the respective departments regularly. We believe that these activities help the students to multiply their intellectual quests. Information and Communication Technology (ICT) is at par with the new academic standards. Regular departmental as well as Inter-departmental seminars and extra motivational lectures are organized in the college. Eminent personalities from and within the state and outside are invited to deliver talks, hold workshops and seminars and interact with the staff and students. Another redeeming feature of our college is the organising of group discussions, hands-on-training and workshop for the researchers and students at regular intervals both in house and outreach programmes.

The teaching faculty and management are endeavoring relentlessly to achieve the determined goal since its inception. At present, we have 23 permanent faculty members with 9 regular departments and 18 supporting staff working in different sections of the institution. The contribution of the teaching and non teaching staff, of past and present, irrespective of positions, is enormous for the growth and development of this institution.

The management of the college comprises of the President –an eminent educationist of the locality, the Principal and Secretary of the Governing Body, two members nominated by the Vice Chancellor of the affiliating university, three guardian members (one must be a lady member), two teacher members and one member from non-teaching staff. The Member of Legislative Assembly (MLA) of the home constituency is invited to the Governing Body meeting as special invitee as per directives of the Director of Higher Education, Assam.

This report is an all-inclusive account of the post accreditation period presented in accordance with the seven criteria and their key aspects.

CRITERION WISE REPORT WITH SWOC ANALYSIS:

CRITERIA I. Curricular Aspects

The college has to necessarily follow B. Sc undergraduate course as designed by its affiliating University (G.U). Senior faculty members are invited by the university curriculum designing committee whenever there is a meeting on curriculum development. Also some senior teachers are members of the undergraduate course committee in specific subjects. The vocational ITC Subject was initiated by the college as per syllabus of GU

The college offers a wide range of certificate/ diploma to its students through the Open University study centers established in the college campus. These courses aim at giving scope to the students for enhancing their knowledge/ skill development to equip them with better job opportunities.

The college meticulously develops action plans for effective implementation of the curriculum. At the outset, the academic council of the college prepares an academic calendar before the commencement of the session and conducts protracted meetings with the staff members to develop various strategies for effective implementation of the curriculum. Thereafter, the staff members of various teaching departments conduct their internal meetings and develop academic plans for the academic year.

STRENGTHS

- Clear Vision and Mission statement.
- Focus on the sustenance and enhancement of quality opportunities to students to supplement the academic programmes by motivating students to take up additional courses through the open university centers situated in the college campus
- Institutionalized feedback system, self appraisal by faculty.

WEAKNESS

- Constraint in academic flexibility and curriculum design due to affiliation to parent university.
- Difficult phase to cope with transition from annual system to semester system.
- Time constraint in completing curriculum in semester system.

OPPORTUNITIES

- To enrich curriculum by introduction of new courses.

CHALLENGES

- Traditional courses to be augmented to meet learners' aspiration fully to help in their employment.

CRITERIA II: Teaching-Learning and Evaluation:

Admission to the programmes is given by a transparent, well-administered mechanism. Admission is given strictly on the basis of merit with provision for reservation of seats as per Government rules. Utmost care is taken to ensure that the policies are transparent and satisfactory to all.

Teachers make the learning process student centric by promoting different learning techniques like seminars/workshops based on the curriculum, audio-visual mode of teaching, study

tour/excursion/field-work, project-work, survey-work, up-gradation of ICT based learning resources, use of library and modernization and up gradation of laboratories.

The laboratories, seminar halls, computer and other laboratories are well furnished with adequate technology and equipment

The Academic Committee examines the results of each semester and analyses it for discussion in the academic bodies in a bid to further improve the teaching learning outcomes.

The faculty members continuously upgrade themselves in their respective disciplines and in professional competence through training programmes both inside and outside the college and through personal interaction with teaching staff of other institutions.

STRENGTHS

- A clean and green campus providing ideal environment for educational pursuit.
- Transparent admission policy satisfactory to all.
- Highly qualified and motivated teachers who view their job as a vocation.
- Learning process is student centric.
- Timely conduction of internal examination strictly according to university norms.
- Increasing trend in demand ratio for admission into graduate courses.
- Timely evaluation of the scripts of internal sessional examinations by the respective teachers and declaration of results on time.
- Successful learning outcome by absorption of alumni in various challenging fields.

WEAKNESS

- Poor communication skills of students, especially in English.
- Scarcity of qualified teachers to teach new programmes and modern areas such as Information Technology and Environmental Science.
- Shortage of teaching staff/ laboratory assistants.

OPPORTUNITIES

- Increased demand for some courses.
- The adjoining areas are benefitted through a large number of our graduates being employed as teaching faculty in educational institutes.
- Introduction of regular spoken English courses.
- Enrolment in science stream can be favourably compared with city colleges.

CHALLENGES

- To attract more serious students towards basic discipline of science and to enable them for pursuing higher education and research.
- Motivation of students to work hard for their all round development such as acquiring knowledge, good communication skill, ability to transform knowledge interaction.

CRITERIA III: Research, Consultancy and Extension

The college encourages the faculties for pursuing research activities under financial assistance from UGC and other sponsoring bodies like DST, CSIR, DBT A rise in paper presentations and publications in peer reviewed journals has been seen in the last few years.

The recognition of the laboratory of the department of Physics as a research laboratory by

Gauhati University, Guwahati is a matter of pride for the institution. The college has been performing Science Popularization Programmes and research activities with Assam Science Society since 1986 in a collaborative way.

Efforts have been made by the college for developing scientific temper and research attitude among the students by arranging seminars, field works and project works. Paper presentation at seminars held outside the college is also encouraged for students.

There is no institutional consultancy for resource generation. However, some of the faculty members of the college share their expertise and skills in various fields with the community.

Extension work has always been a part of the college tradition and is of academic, social, and environmental nature. The College allows and encourages participation of students and faculty in extension activities through NSS, Red Ribbon club, Students Union Body and NGOs and in events like National Integration Camp, Voluntary Blood Donation Camps, environment awareness programmes, plantation programmes, cleanliness drive, HIV & AIDS awareness programme, science popularization and social work

STRENGTHS

- Dedicated Research Promotion Cell for encouragement, assistance and creation of research atmosphere in the college.
- Recognition of the laboratory of the department of Physics as a research laboratory
- Faculty members are also recognized as research guides.
- Faculty are members in various professional bodies
- Students encouraged to present papers in conferences and publish papers and articles.
- College magazine, wall magazines offer scope for creative talent
- Ample extension work opportunities to develop sense of social responsibility for students

WEAKNESS

- Dearth of adequate funds
- Time constraint to devote time for research, also with vast co-curricular and extracurricular assignments.

OPPORTUNITIES

- Consultation services to be institutionalized and developed into an resource generating source
- Students to use research opportunities outside the institution.
- Organizing more number of workshops/ training programmes/ sensitization programmes focus on capacity building in terms of research and imbibing research culture among the staff and students.
- More departments can to be upgraded as research centers.

CHALLENGES

- Time constraint adversely affects the realization of research culture among students.
- The location and prevalent bandh culture creates a negative effect on researchers of eminence visiting the college.

CRITERIA IV: Infrastructure and Learning Resources

The college is situated away from the din of the town amidst a green environment providing an ideal campus for scholarly pursuits. Though the college has 50 bighas (16.529 acre) of land, approximately 90% of the area falls in the hills. The college has meticulously planned optimum utilization of the limited plains land for infrastructure development to facilitate the ever increasing teaching-learning requirement.

The post accreditation period witnessed more expansion in infrastructure and learning resources which includes audiovisual hall, seminar hall, new classrooms, IT laboratory, women's hostel, new teachers' common room, new library building, institutional biotech hub, central laboratory. There is provision for safe drinking water.

There has also been an increased integration of education technology. Well-equipped computer Labs and LCD projector, over head projector are available to the faculty for computer aided teaching. The computer facility is always available for any need based assistance in the use of ICT. The library has not only continuously updated learning resources but also modernized its operation.

Annual maintenance and repair of the infrastructure is taken care by the college in a systematic manner. The college has a Purchase and Construction Committee which looks after the needs in respect of various construction works as well as maintenance of the existing facilities with the approval of the College Governing Body.

The college has some staff appointed for the maintenance and upkeep of the infrastructure, facilities and equipments of the college. The college, in the recent times, has taken several significant steps for the upkeep and maintenance of sensitive equipments.

STRENGTHS

- Spacious, well lit and airy class rooms with adequate facilities. Plans for construction of digital classrooms underway.
- Existence of seminar hall, audio-visual hall, canteen, boys' and girls' common rooms, gymnasium, Women's hostel.
- College office automated
- Biotech hub, central laboratory, computer laboratories and well equipped laboratories for different subjects.
- Dedicated purchase and construction committee to ensure optimum utilisation of its existing resources.

WEAKNESS

- Dearth of plain area for infrastructural expansion as location of college is at foot of a hill and approximately 90% of the area falls in the hills.
- Lack of boys' hostel, auditorium, playground.
- Lack of space for departmental libraries
- No separate reference section in central library.
- Partial boundary wall – not covering all sides

OPPORTUNITIES

- To make provision for additional library space in central library to meet the growing needs of students.
- To enhance e-learning and use ICT.

CHALLENGES

- Maintenance of infrastructure.
- Shortage of supporting staff

CRITERIA V. Student Support and Progression

The college is committed to provide a wide-ranging academic and other support to its students so that there is all around development of the students.

The official website www.birjhoramahavidyalaya.org and news bulletin DAWN provide relevant information to stakeholders. The students are made conscious of the general rules and regulations through the orientation programme conducted at the beginning of the session. Students are guided at all times during their tenure in the college like counseling about future aspects and opportunities of the general degree courses and thereafter.

No instances of ragging have been reported during these years

There is a close relationship between the teachers and students of the college. Personal counseling is done by teachers in an informal basis. The career counseling is done by the Career Guidance and Counseling Cell of the college.

The institution facilitates student progression to higher level of education through regular and systematic assistance which helps the students to appear for entrance examinations in institutions of higher learning.

The support systems include a Grievance Redressal Cell, Anti Ragging Cell, Student Union, Career Guidance and Counseling Cell, Women's Cell, Alumni Association, Remedial classes, NSS and personal counseling by teachers and college management.

STRENGTHS

- Active support systems.
- Close personal relation and interaction between students and teachers.
- Financial assistance to economically weak students
- Encouraging students' talents in different fields through college events, college publications
- Very supportive Alumni, retired faculty and local people.
- Constant communication by parents/guardians.
- Feedback system

WEAKNESS

- Time constraint due to semester system
- Placement Cell yet to be established.

OPPORTUNITIES

- Attracting more number of outstation students.
- To conduct compulsory Personality Development programmes for students.
- To activate coaching classes for competitive examinations.

CHALLENGES

- Instituting better mechanism for tracking student progression
- To make MoUs with leading industries for training and placement.

CRITERI VI. Governance, Leadership and Management

For the effective and smooth running of the college, its management is run by as per the act 'Provincialisation of Aided Colleges, 2005' Govt. of Assam. The College has a well-structured policy to engage the top management (Governing Body), Principal and the Faculty in designing and implementing its quality policies and plans.

As per the act, the Principal is the member secretary of the Governing Body (GB) who is to take and implement all the administrative, academic and financial policies of the institutions adopted by Government, University as well as Governing Body i.e. management of the college. He communicates the vision and mission to the faculty and plans accordingly with the help of Academic Committee and other bodies. He also ensures the transparency in the functioning of the college and monitors the step-wise implementation of the institutional plans.

Principal, GB members and other leading stakeholders always encourages the teachers, students and non-teaching staff to earnestly continue the quest for knowledge and excellence.

At the beginning of the academic session, Principal convenes an orientation programme with the faculty members for discussing various issues regarding new programmes, projects or academic activities to be conducted in the college. Each Department is invested with administrative autonomy and is at the same time regulated by the management

College authority fully encourages and supports the faculty members in the planning and execution of various academic activities and promotes a culture of participative management. Various committees and bodies for smooth conduct of academic activities, examinations, admissions, library development, infrastructure expansion, budget, extracurricular activities, social services and support services are formed and responsibility for the same is entrusted to the teaching and nonteaching and students of the college.

The IQAC of the college has been formed as per the guidelines of NAAC. The internal quality assurance mechanisms of the college are aligned with parameters and guidelines provided by NAAC. Moreover, IQAC of the college keeps in constant touch with the College Development Council of Gauhati University for internal quality sustenance of the college.

STRENGTHS

- Participatory management
- Delegation of authority
- Feedback system
- Supportive Management.
- Committed IQAC for development and sustenance of quality.
- Minimum number of grievances.

WEAKNESS

- Insufficient and untimely release of funds.
- Shortage of teaching and nonteaching staff.
- Permanent affiliation for some subjects yet to be received.

OPPORTUNITIES

- More welfare schemes to be introduced
- Full office automation.

CHALLENGES

- To overcome the hindrance of academic expansion

CRITERIA VII: Innovations and Best Practices

The college has many best Practices to enhance and supplement the teaching and learning activity of the college and for the all around development of the college.

The college places much importance on plantation and keeping the college and surrounding areas green. Plantation is a regular practice on every occasion. Seminars/lectures on environmental issues, regular science exhibitions and environmental awareness programmes in collaboration with NGOs are held to increase the environmental awareness of the students.

The college class rooms have been upgraded to provide a better learning atmosphere. Green boards have been introduced. Almost all the departments have been provided with overhead projector and LCD projectors thus introducing technology added learning.

Efforts are made to motivate the students and staff extending beyond academic areas.

Innovations in the field of teaching and learning are done by introducing technology aided teaching and learning as much as possible. To provide exposure to the students, eminent personalities are invited to visit the college and give them additional insight to the education they receive in the campus. All information is made available in the college website.

STRENGTHS

- Trouble-free implementation of best practice and innovations due to supportive staff and students.
- All stakeholders are fully dedicated to environmental issues.
- Gender sensitization and extension programmes
- Efforts made for carbon neutrality.
- Waste bins/ baskets are put on many places for waste collection
- Optimum use of electricity.
- Working towards holistic development of students

WEAKNESS

- Time constraint
- Fund constraint

OPPORTUNITIES

- To include more stakeholders in best practices.

CHALLENGES

- To increase number of best practices
- To introduce more innovations

A. Profile of the Affiliated College

1. Name and Address of the College:

Name :	Birjhora Mahavidyalaya	
Address :	Pancha Swahid Path, Bongaigaon	
City : Bongaigaon	Pin : 783380	State : Assam
Website :	www.birjhoramahavidyalaya.org	

2. For Communication:

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal	Dr. Khanindra Kumar Sarma	O: 03664-228808 R:	94355 11677	03664-228808	birjhora1986@gmail.com
Vice Principal	Nil	O:			
Steering Committee Co-ordinator	Dr. Amal Kr. Deka	O: 03664-228808	94352 44795	03664 228808	a_kdeka@yahoo.com

3. Status of the Institution:

Affiliated College

Constituent College

Any other (specify)

4. Type of Institution:

- a. By Gender
- i. For Men
- ii. For Women
- iii. Co- education
- b. By Shift
- i. Regular
- ii. Day
- iii. Evening

5. It is a recognized minority institution ?

Yes

No

6. Sources of funding:

Government

Grant-in-aid

Self-financing

Any other

7. a. Date of establishment of the college: **09/06/1986**
 b. University to which the college is affiliated /or which governs the college (If it is a constituent college)

c. Details of UGC recognition:

Gauhati University

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks(If any)
i. 2 (f)	01-05-1998	Certificate enclosed (Annexure 1)
ii. 12 (B)	01-05-1998	Certificate enclosed (Annexure 1)

(The Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act is enclosed)

- d. Details of recognition/approval by statutory/regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.)

Under Section/ clause	Recognition/Approval details Institution/Department Programme	Day, Month and Year (dd-mm-yyyy)	Validity	Remarks
BT/22/NE/2011 dated 30/11/2011	Institutional Level Biotech Hub by Department of Biotechnology, Govt. of India	30/11/2011	3 Years	Approval letter enclosed (Annexure 3)

(Enclose the recognition/approval letter)

8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?

Yes No

If yes, has the College applied for availing the autonomous status?

Yes No

9. Is the college recognized

- a. by UGC as a College with Potential for Excellence (CPE)?

Yes No

If yes, date of recognition: (dd/mm/yyyy)

- b. for its performance by any other governmental agency?

Yes No

If yes, Name of the agency and

Date of recognition: (dd/mm/yyyy)

10. Location of the campus and area in sq.mts :

Location *	Semi-urban
Campus area in sq. meters.	66914.5 sq. meters
Built up area in sq. meters.	3209.278 sq. meters

(* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

- Auditorium/seminar complex with infrastructural facilities:
 - (a) One Seminar Hall having a sitting capacity of 100 with Green board, white Board, LCD projector, Amplifier with cordless phone
 - (b) One open-air stage with visibility from three sides
- Sports facilities
 - Play ground : The college has an agreement with nearby Birjhora H. S. School and Authority of Chilarai Indoor Stadium for using the play ground and Indoor Stadium respectively for some sports activities.
 - One Mini playground is there in the college campus for playing Volleyball and badminton
 - swimming pool Nil
 - gymnasium √ (One Multigym facility)
- Hostel
 - * Boys' hostel **Applied for.**
 - i. Number of hostels
 - ii. Number of inmates
 - iii. Facilities (mention available facilities)
 - * Girls' hostel
 - i. Number of hostels **One**
 - ii. Number of inmates **30**
 - iii. Facilities (mention available facilities)
(One Common Room, One Visitor's Room, One Sick Room, One Reading Room)
 - * Working women's hostel **Nil**
 - i. Number of inmates
 - ii. Facilities (mention available facilities)
- Residential facilities for teaching and non-teaching staff (give numbers available—cadre wise) **01**
(For Non-teaching Staff)
- Cafeteria — **01**
- Health centre – The College does not have any Health Centre of its own. But a Government Health Centre is situated nearby to the college. A 200 bedded Govt. Civil Hospital is there only 3 KM away from the college. All health facilities are provided by that Centre and Hospital when needed.
Health centre staff –

Qualified doctor	Full time <input type="checkbox"/>	Part-time <input checked="" type="checkbox"/>
Qualified Nurse	Full time <input type="checkbox"/>	Part-time <input type="checkbox"/>
- Facilities like banking, post office, book shops **Nil**
- Transport facilities to cater to the needs of students and staff **Nil**
- Animal house **Nil**
- Biological waste disposal **Yes**
- Generator or other facility for management/regulation of electricity and voltage
 - Two (2) 25 KVA Generators;
 - Two (2) small generators;
 - Three (3) Online UPS;
 - Two (2) Invertors.

- Solid waste management facility
- Waste water management:
- Water harvesting

Solid waste is manually disposed

Waste water is managed through permanent drainage

Nil

12. Details of programmes offered by the college (Give data for current academic year)

Sl. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/ approved Student strength	No. of students admitted
1	Under-Graduate	B. Sc	3 Years	10+2	Assamese & English	750	499
2	Under-Graduate (Distance mode)	B.AB. Sc B.Com BBA BCA BMC BTS (Bachelor of Tourism Studies) Under KKHSOU	3 Years	10 + 2	Assamese & English	-	112
3	Post- Graduate (Distance mode)	MA M. Sc M. Com MCA MSW MBA PGDCA PG Diploma Under IDOL (GU), KKHSOU & IGNOU	2 Years	10+2+3	Assamese & English	-	352

13. Does the college offer self-financed Programme?

Yes No

If yes, how many? (Under Distance mode of learning)

14. New programmes introduced in the college during the last five years if any?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Number	0
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15. List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Faculty	Departments (e.g. Physics, Botany, History etc.)	UG	PG	Research
Science	Botany, Chemistry, Economics Information Technology, Mathematics, Physics, Statistics, Zoology	UG		Physics

16. Number of Programmes offered under (Programme means a degree course like BA, BSc, MA, M.Com...)

- a. annual system
- b. semester system
- c. trimester system

17. Number of Programmes with

- a. Choice Based Credit System
- b. Inter/Multidisciplinary Approach
- c. Any other (specifies and provides details)

18. Does the college offer UG and/or PG programmes in Teacher Education?

Yes No

19. Does the college offer UG or PG programme in Physical Education?

Yes No

20. Number of teaching and non-teaching positions in the Institution

Positions	Teaching faculty						Non-teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor		*M	*F	*M	*F
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F
Sanctioned by the UGC / University / State Government Recruited	Nil	Nil	11	06	03	01	09	01	00	00
Yet to recruit	--	--	--	--	01		02		--	--
Sanctioned by the Management/ society or other authorized bodies Recruited	--	--	--	--	03	02	05	02	--	--
Yet to recruit	--	--	--	--	--	--	--		--	

*M-Male *F-Female

21. Qualifications of the teaching staff:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.	--	--	--	--	--	--	--
Ph.D.	--	--	7	3	1	--	11
M.Phil.	--	--	1	--	--	--	01
PG	--	--	5	3	3	1	12
Temporary teachers							
Ph.D.							
M.Phil.							
PG	--	--	--	--	3	2	5
Part-time teachers							
Ph.D.	--	---	--	--	--	--	--
M.Phil.	--	--	--	--	--	--	--
PG	--	--	--	--	--	--	--

22. Number of Visiting Faculty /Guest Faculty engaged with the College.

03

23. Furnish the number of the students admitted to the college during the last four academic years.

Categories	2011-12		2012-13		2013-14		2014-15	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	29	9	18	8	18	12	20	18
ST	21	10	14	13	21	15	21	22
OBC	106	38	119	46	133	63	150	89
General	52	49	69	67	82	72	91	74
Others	00	00	00	00	00	00	10	04
Total	208	106	220	134	254	162	292	207

24. Details on students enrolment in the college during the current academic year :

Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where the college is located	497	--	--	--	497
Students from other states of India	02	--	--	--	02
NRI students	--	--	--	--	--
Foreign students	--	--	--	--	--
Total	499	--	--	--	499

25. Dropout rate in UG and PG (average of the last two batches)

UG

16

PG

--

26. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) Including the salary component

Rs. 66,163/-

(b) Excluding the salary component

Rs. 4389.70

27. Does the college offer any programme/s in distance education mode (DEP)?

Yes No

If yes,

a) is it a registered centre for offering distance education programmes of another University

Yes No

b) Name of the University which has granted such registration.

KKHSOU, IGNOU & IDOL (GU)

c) Number of programmes offered

7 + 5 + 5 = 17

d) Programmes carry the recognition of the Distance Education Council.

Yes No

28. Provide Teacher-student ratio for each of the programme/course offered

UG: 1: 18.5

29. Is the college applying for

Accreditation: Cycle 1 Cycle 2 Cycle 3 Cycle 4

Re-Assessment :

(Cycle 1 refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refers to re- accreditation)

30. Date of accreditation* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)

Cycle 1: 03/05/2004 Accreditation Outcome/Result: B

Cycle 2: (dd/mm/yyyy) Accreditation Outcome/Result..... Cycle 3:
(dd/mm/yyyy) Accreditation Outcome/Result.....

* Enclosed copy of accreditation certificate(s) and peer team report(s) as an Annexur-4.

31. Number of working days during the last academic year (2013-14)

256

32. Number of teaching days during the last academic year (2013-14)

(Teaching days means days on which lectures were engaged excluding the examination days)

183

33. *Date of establishment of Internal Quality Assurance Cell (IQAC) IQAC: 02/03/2005*

34. *Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC.*

- (i) AQAR for 2004-05 submitted on 31/07/2007
- (ii) AQAR for 2005-06 submitted on 31/07/2007
- (iii) AQAR for 2006-07 submitted on 24/12/2007
- (iv) AQAR for 2007-08 submitted on 23/03/2009
- (v) AQAR for 2008-09 submitted on 21/04/2011
- (vi) AQAR for 2009-10 submitted on 21/04/2011
- (vii) AQAR for 2010-11 submitted on 12/07/2014
- (viii) AQAR for 2011-12 submitted on 08/08/2014
- (ix) AQAR for 2012-13 submitted on 21/08/2014
- (x) AQAR for 2013-14 submitted on 28/10/2014

35. *Any other relevant data (not covered above) the college would like to include. (Do not include explanatory/descriptive information)*

B. Criteria - wise Inputs

CRITERION I: CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation:

1.1.1 *State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.*

Vision:

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

Mission:

- To impart quality education in various disciplines.
- To disseminate modern skills and training necessary in emerging inter disciplinary and application oriented areas.
- To make an appreciable social impact by reaching out to the larger community of the region.
- To make it as a centre of excellence in every respect.

Objectives:

The College aims at

- Creating an environment in the college to enhance interest among the students community towards studying biological and physical science.
 - To promote scientific attitude among the student community for eradicating superstition prevailing in the society.
 - Motivating and creating research atmosphere in the college.
 - Periodical expansion of the college both in academic as well as infrastructure.
- College vision and mission is transmitted to the stakeholders through the following steps:
- It is displayed at the main entrance of the College.
 - The objectives are communicated to students through display board at the main entrance of the college. It is communicated to the students through college prospectus, college magazine and during the induction program.
 - The vision and mission statement of the college is also uploaded in the college website.

1.1.2 *How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).*

The college meticulously develops action plans for effective implementation of the curriculum. At the outset, the academic committee of the college conducts protracted meetings with the staff members to develop various strategies for effective implementation of the curriculum. Teachers are encouraged beforehand to impart the curriculum through innovative teaching methods such as presentations, assignments, discussions, workshops, seminars, educational trips apart from conventional teaching methods.

Thereafter, the staff members of various teaching departments conduct their internal meetings and develop academic plans for the coming academic session. Keeping in view, the number of working days available, the syllabus is divided into units which are to be finished by a given deadline. Each department of the college follows the academic calendar issued by the affiliating university. Thereafter, the departments plan its annual academic schedule.

Various class tests, unit test and Sessional Examinations held regularly for effective implementation of the curriculum.

1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices?

For improving their teaching practices as well as translating the curriculum effectively, teachers of the college receive the following support from the college and from the affiliating university.

- The university regularly offers orientation/refresher courses/short term workshops for upgrading of teaching practices which are attended by faculty members of the college. College authority temporarily releases those faculty members who are selected for participation in the course.
- As and when necessary, college takes the help of experts from the affiliating university by inviting them to the college.
- A central laboratory has been set up for effective upgrading of laboratory activities and interdisciplinary practical.
- The institution organizes training programmes for the faculty in the use of Computers, internet, audio-visual aids, computer aided packages and multimedia for effectively translating the curriculum and improving teaching practice.
- The college offers computing facility to the faculty to collect teaching learning resources for conferences, seminars etc by making the internet available in all the departments and library.
- College encourages the faculties to participate in seminars conference etc.

1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other statutory agency

The college takes initiatives for implementing effectively the curriculum by providing best education to the student with the existing infrastructure.

- All the heads of department in consultation with their faculty members schedule an academic calendar before the commencement of the session.
- Modern technology is utilized for sharing knowledge with the students
- Virtual library INFLIBNET equipped with Internet Server is used to meet the needs of curriculum delivery and transaction on the curriculum.
- Different teaching strategies like tutorial class, problem solving session, peer learning, field work and group activity, encouraging extensive use of library are adopted.
- By conducting educational tours.
- By arranging remedial classes.
- Interdisciplinary classes for example Environmental studies, computer classes other than IT Department are arranged.

1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalisation of the curriculum?

- The practical and theoretical aspects of the curriculum are addressed by regular visits to relevant industries like IOCL (erstwhile known as BRPL), Pollution Control Board, ASEB and research bodies like North East Institute of Science and Technology, Jorhat (erstwhile known as Regional Research Laboratory Jorhat), Assam Agricultural University, IIT Guwahati , BSI Shillong. Botanical survey of India, zoological survey of India.

- Faculty members attend workshops for effective operationalization of the curriculum.
- Research Scholars from various fields especially alumni interact and motivate the students to take up research work.
- The faculty members of the college keep regularly in touch with their counterparts at the affiliating university and get latest information regarding their own respective subjects.
- Professors from the affiliating university visit the college for inspection and also to deliver seminars and occasional motivational talks.

1.1.6 *What are the contributions of the institution and/or its staff members to the development of the curriculum by the University?(number of staff members/departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.*

In the process of curriculum development, the role of the college under affiliating system is very limited. However-

- Staff members gladly accept the invitation in the curriculum development of specific subjects when invited to do so.
- Dr A. K. Deka is a member of undergraduate course committee for the subject Computer Science of Gauhati University.
- Mr. M. Das participates in the workshop on “Review and Reformations of undergraduate Mathematics syllabus of GU” organized by Department of Mathematics.

1.1.7 *Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university) by it? If ‘yes’, give details on the process (‘Needs Assessment’, design, development and planning) and the courses for which the curriculum has been developed.*

There is no scope for framing curriculum by the college for any of the courses. However the ITC vocational subject was initiated by the college. Later it was adopted with modification by Gauhati University.

1.1.8 *How does institution analyze/ensure that the stated objectives of curriculum are achieved in the course of implementation?*

The college adopts several measures to ensure the reflection of the stated objectives of curriculum is achieved in the implementation of the courses. These are:

- Through departmental review meeting
- By Academic Committee meeting
- Using academic calendar
- Analysing the students Feedback report (for the next semester)

1.2 Academic Flexibility:

1.2.1 *Specifying the goals and objectives give details of the certificate/diploma/ skill development courses etc., offered by the institution.*

The college has to necessarily follow B. Sc undergraduate course as designed by its affiliating University (Gauhati University). However it offers a wide range of Certificate/ Diploma/PG Diploma to its students through the Open University Study Centres established in the college campus.

Table 1.1. Courses offered by the study centres of distance learning in the college

Name of the University	Courses offered
IDOL	Certificate/Diploma in IT
	M. Sc IT/MCA course
K. K. Handiqui State Open University	BCA
	MSW
IGNOU	Master Degree in History, Commerce, English, Hindi, Political Science, Public administration, Rural development,
	Diploma courses 4 nos.
	Certificate courses 9 nos.

These courses aim at giving scope to the students for enhancing their knowledge/ skill development to equip them with better job opportunities.

1.2.2 *Does the institution offer programmes that facilitate twinning/ dual degree? If 'yes', give details.*

The college has to necessarily follow B. Sc undergraduate course as designed by its affiliating University (G.U). However it offers a wide range of Certificate/ Diploma to its students through the Open University study centers established in the college campus. However, we encourage students to enroll for dual degrees/diplomas of distance universities as we have the study centers of IGNOU, KKHSOU and distance learning centre of the affiliating university (IDOL).

1.2.3 *Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability. Issues may cover the following and beyond:*

- *Range of Core / Elective options offered by the University and those opted by the college-*

The College offers a range of subjects and academic flexibility to students to pursue the programmes of their choice.

Table 1.2 Academic flexibility in choosing the subject

SL No	Major	General		Compulsory	Compulsory
1	Botany	Zoology	Chemistry	English	Environmental Studies
2	Zoology	Botany	Chemistry	English	Environmental Studies
3	Physics	Mathematics	Chemistry/ Statistics	English	Environmental Studies
4	Chemistry	Physics	Mathematics'	English	Environmental Studies
5	Mathematics	Physics	Chemistry/ Statistics	English	Environmental Studies
6	Mathematics	Economics	Statistics	English	Environmental Studies

<i>Pass Course</i>					
	<i>Subject1</i>	<i>Subject2</i>	<i>Subject3</i>	<i>Compulsory</i>	<i>Compulsory</i>
7	Botany	Zoology	Chemistry	English	Environmental Studies
8	Botany	Zoology	ITC	English	Environmental Studies
9	Physics	Statistics	Mathematics	English	Environmental Studies
10	Physics	Chemistry	Mathematics	English	Environmental Studies
11	Physics	Mathematics	ITC	English	Environmental Studies
12	Economics	Statistics	Mathematics	English	Environmental Studies
13	ITC	Any two elective subjects from the subjects available		English	Environmental Studies

- *Choice Based Credit System and range of subject options.*
University has not introduced choice based credit system in the undergraduate level.
- *Courses offered in modular form-*
Till now no modular course has been offered by the university in regular mode. However some modular courses are offered by the Study Centres of Distance mode of learning of Open Universities.
- *Credit transfer and accumulation facility*
Till now it is not introduced in our Institution
- *Lateral and vertical mobility within and across programmes and courses*
There is no provision for lateral or vertical entry.
- *Enrichment courses*
Such courses are yet to be introduced.

1.2.4 Does the institution offer self-financed programmes? If 'yes', list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc. **No**

1.2.5 Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If 'yes' provide details of such programme and the beneficiaries. **No**

1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice" If 'yes', how does the institution take advantage of such provision for the benefit of students?

As per the statutes of Gauhati University there is no provision for combining regular and distance modes of education in B.Sc.

1.3 Curriculum Enrichment

1.3.1 *Describe the efforts made by the institution to supplement the University's Curriculum to ensure that the academic programmes and Institution's goals and objectives are integrated?*

As an affiliated college this institution has to move within the parameters fixed and stipulated by the affiliating University. Still the college provides opportunities to students to supplement the academic programmes by motivating students to take up additional courses through the Open University centres situated in the college campus.

The College constantly motivates the departments to organize the programmes supplementary to the fulfillment of the University's curriculum. In addition to that college offers

- Remedial courses under UGC Remedial Course Scheme
- Establishment of the Institutional level Biotech Hub to increase the interest of the students towards biological science and research
- Special computing session
- Environmental education trip
- Camps and Seminars like voter awareness, Blood Donation Camp, AIDS Awareness programmes which address the needs of society.
- Lectures from invited guests
- Seminars, Quiz, Debates and Workshops

1.3.2 *What are the efforts made by the institution to enrich and organize the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market?*

Though there is no scope of modification of the existing curriculum prepared by the affiliating university, a sincere effort has been made by the institution to enrich the curriculum to suit the intellectual needs of the students and also to face the challenges that lie ahead of them in the dynamic employment market through the deep involvement of faculty members, departments and other stakeholders. Members of the *Career guidance cell of the college regularly go through the news papers and internet and collect first hand information about the demands and requirements of the corporate sector regarding skill set of students. These are then communicated to the students through counseling. In addition to that extra classes are arranged to make up the deficiencies in the students to make them employable.*

1.3.3 *Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?*

The college runs co-education system. To integrate cross cutting issues such as gender, climate changes and others, a number of measures are taken by the college to enlighten the stakeholders.

- The college with active participation of the Women's Cell regularly organizes seminars on women empowerment, like female foeticide, health and legal aspects of women, self defense for girls etc.
- Every Year College has been celebrating 'WORLD ENVIRONMENT DAY' with active cooperation and support from the staff & students and from Non Government Organization / Government. Department.
- Environmental issues are addressed by holding of compulsory Environment Education class which also includes project work.
- Department of Botany has been conducting NEAC programme since 2001.

1.3.4 *What are the various value-added courses/enrichment programme offered to ensure holistic development of students?*

- Though there are no separate courses on moral and ethical education in the prescribed syllabus of B. Sc programme, college impart the education to the students through several programmes held during special occasions like college week, Gandhi Jayanti, Teachers Day, Women's Day, Freshmen's social, Swaraswati Puja, Biswakarma Puja. Invited resource persons address moral and ethical values in their lecture.
- Career Guidance Cell of the college arranges several programmes to get first hand information regarding the scope of employability for the students.
- The students along with the teachers take part in community orientation programmes such as blood donation camp, AIDS awareness camp, environment awareness programme, gender related issues, etc. through college extension cell, NSS and Red Ribbon Club.

1.3.5 *Cite a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?*

- Feedback from students on curriculum has been collected and conveyed to the affiliating university
- Feedbacks are also taken from the parents/guardians and these are considered seriously though these are very informal and not collected by using any format as it is done in case of student feedback. However, their suggestions are accepted and attempts are made to incorporate them in proper manner.

1.3.6 *How does the institution monitor and evaluate the quality of its enrichment programmes?*

- Through students feed back
- Through the progress reports of various departments.
- An academic committee comprised of experienced faculty members has been constituted to monitor and evaluate the efficiency and success of these enrichment programs. This committee meets with the higher authorities like Principal and the Governing body of the College from time to time and amends the enrichment programs to meet the desired objectives.
- Through the performance appraisal and API of Teachers.

1.4 Feedback System

1.4.1 *What are the contributions of the institution in the design and development of the curriculum prepared by the University?*

- Principal and Faculties from this College attended Workshop organized by University for design and development of curriculum.
- General discussion on the course Curriculum is held in the college and conveyed to the University authority from time to time.

1.4.2 *Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If 'yes', how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?*

- Yes; college formally obtains annual feedback on curriculum from students

- The feedback is analyzed by the Academic Committee and conveyed to the staff members for making necessary changes in teaching methodology.
- Staff members also collect feedback, although informally, from students regarding the curriculum during classes. These feedbacks are taken care of and incorporated to the proper forum of the University when there is necessity as well as opportunity. They are also used to enrich the curriculum internally by adding supportive elements to the curriculum on the institution's own accord; for example, by engaging the students to conduct field studies and surveys outside the prescribed curriculum.

1.4.3 How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programmes?)

- New courses/programmes could not be opened by the college internally due to lack of funds
- The college has applied for opening two additional subjects viz. Computer science and Microbiology to the Government.
- Permission has been granted by University for opening major course in statistics.
- Permission has been granted by University for opening B.A stream.

CRITERION II: TEACHING - LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1.1 How does the college ensure publicity and transparency in the admission process?

Wide publicity for admission is given through college website, college notice board and road-side banner and through prospectus. The admission procedure is duly mentioned in the prospectus. List of selected candidates is displayed in the notice board for public viewing on the day before admission. Prospectus of the college includes details of academic programmes offered, eligibility, admission process & related matters, facilities and a brief profile of the college.

2.1.2 Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programmes of the Institution.

Admission is given strictly on merit basis with clear provision for reservation of seats for backward communities as per Government rules.

Applications are processed and a general merit list and merit lists for reserved categories are prepared. Students are admitted on the basis of these merit lists. For major courses separate major merit lists are prepared by the respective departments and displayed in the college notice board at least 48 hours before the date of admission.

2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other colleges of the affiliating university within the city/district.

Comparative Statement of the maximum and minimum percentage of marks for admission at entry level of the colleges within the city/district for the years 2013-14 & 2014-15 are as follows:

Table: 2.1 Statement of the marks

Sl. No.	Name of College	Name of Course	
		B. Sc. (Both Major and General)	
		Maximum	Minimum
1	Birjhora Mahavidyalaya	Upper limit is 100% however highest mark of last years are 91(2014) 84.6(2013)	36.2(2014) 43(2013)
2	Abhayapuri College	Data not found	Data not found

2.1.4 *Is there a mechanism in the institution to review the admission process and student profiles annually? If 'yes' what is the outcome of such an effort and how has it contributed to the improvement of the process?*

Yes, the institution has the formal mechanism to review the admission process every year and takes necessary steps to change the criteria for admission. Also, it takes utmost care to ensure that the policies are transparent and satisfactory to all.

Table: 2.2 Effort and outcome of the revision of admission process

Effort	Outcome	Contribution to improvement of process
Change in selection process for major subject : Instead of direct selection from general merit list, students are selected on the basis of marks in the subject group + the subject where major is sought	Students appear to be satisfied for being admitted into the major course directly on the day of admission itself.	Helps in selecting the deserving students for major programmes. Saves time by avoiding major entrance tests after admission.
Motivation of the students for the particular subjects where number of applicants are less by counseling	Enhancement in the number of students	Fare allocation of seats in all subjects. Diversified student profile in different subjects.
Enhancement of the seat capacity of subjects with high demand	Increase in student enrolment. Augmentation of admission for students from the locality	More scope for admission and academic enhancement. Helps in implementation of 'Education for all'.

Table: 2.3 Enhancement of seat capacity during the last four years

Subject	2011-12	2012-13	2013-14	2014-15
Physics(M)	20	20	25	25
Chemistry(M)	15	18	20	22
Mathematics(M)	30	30	30	35
Botany(M)	20	20	25	30
Zoology(M)	20	25	25	30
Statistics	40	40	60	80
Economics	20	20	20	30
Chemistry	80	80	100	125
Physics (G)	70	70	80	100

2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion

- * SC/ST
- * OBC
- * Women
- * Differently abled
- * Economically weaker sections
- * Minority community
- * Any other

Special care is taken by the college to promote equity by giving special preference to students belonging to economically weaker section, differently-abled students and those with proficiency in sports and other extra-curricular activities. Specially, government reservation policy is strictly followed to promote education among students belonging to weaker sections like SC, ST, OBC etc.

Table 2.4 : Student profile (access to different categories) at entry level

Category	2011-12			2012-13			2013-14			2014-15		
	M	F	T	M	F	T	M	F	T	M	F	T
SC	10	5	15	9	2	11	8	7	15	13	10	23
ST	10	4	14	9	5	14	14	7	21	16	12	28
OBC	58	21	79	60	22	82	66	31	97	71	42	113
GEN	25	25	50	33	30	63	45	28	73	47	27	74
Minority	8	2	10	3	1	4	9	4	13	12	8	20
Total	103	55	158	111	59	170	133	73	206	147	91	238
Grand Total	158			170			206			238		

M-Male, F-Female, T-Total

2.1.6 Provide the following details for various programmes offered by the institution during the last four years and comment on the trends. i.e. reasons for increase / decrease and actions initiated for improvement.

Table: 2.5 Demand Ratio

Programmes	Number of applications	Number of students admitted	Demand Ratio
B.Sc.			
2011-12	210	158	1.3:1
2012-13	258	170	1.5:1
2013-14	369	206	1.8:1
2014-15	445	238	1.9:1

Comment: The College has witnessed an increasing trend in demand ratio for admission into graduate courses as shown in the above table. It is assumed that more and more student desires for securing admission into the college due to the measures initiated for improvement of academic environment in the college.

2.2 Catering to Student Diversity

2.2.1 *How does the institution cater to the needs of differently able students and ensure adherence to government policies in this regard?*

The institution caters to the needs of differently able students by-

- Reservation of Seat as per government policy,
- Infrastructure development according to the needs (e.g. construction of ramp)
- Scholarship facility
- Counseling for career advancement
- Free studentship and book grant

Apart from the above, Lab bearers and grade IV employees are always remain alert to assist them at any time. In addition, guidance is also provided to overcome their troubles.

2.2.2 *Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If 'yes', give details on the process.*

Before the commencement of the programmes, the college takes some steps to assess students' needs, knowledge and skills.

- At the time of admission of new students in the college, an orientation programme is arranged in the seminar hall with an aim to give a first - hand impression about the college, rules and regulations of the college and the affiliating university as well as about the semester system.
- To assess the knowledge and skill levels of the newly admitted students, every department of the College takes introductory classes and gives necessary orientation to the students. Each department maintains new students' database in the form of attendance register.
- Central Library also conducts two special orientation classes about the operational procedures and opportunities available in the library for the new comers just after the admission process is over.

2.2.3 *What are the strategies adopted by the institution to bridge the knowledge gap of the enrolled students (Bridge/Remedial/ Add-on/Enrichment Courses, etc.) to enable them to cope with the programme of their choice?*

Every year after admission on the first day, orientation of the newly admitted students are arranged centrally and also each department arranges introductory classes to inform the students about the courses and syllabus of their respective subjects. If any student found in need to bridge the knowledge gap, the respective teacher takes immediate step for remedy. Extra time and care is taken for these students by respective teachers. Remedial courses are also arranged for those students according to their needs in course of time.

2.2.4 *How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.?*

The college takes special care to sensitize its staff and students on issues of gender and inclusion.

- The students are regularly introduced to the concepts and issues like gender equality, female health and hygiene, AIDS and other STDs, female foeticide, women's education etc.
- The Women's Cell of the college conducts effective lectures and invited talks on promotion of women's education, self protection, health and hygiene.
- Women's day and World Environment Day are also observed in the college.
- National Environment Awareness Campaign programmes in collaboration with Assam Science Society are also arranged by the Botany Department of the college every year.
- Tree plantation is a routine practice of Birjhora Mahavidyalaya in every special occasion in which every member of the family take part actively.

2.2.5 *How does the institution identify and respond to special educational/learning needs of advanced learners?*

The faculties identify the advanced learners of their respective subjects by continuous monitoring in the classes, field, laboratory sessions etc. In addition, scores in sessional tests, unit tests etc. are counted.

- Special efforts are made to expose them to the latest advancements in the relevant fields by holding special classes.
- Workshops etc. are also arranged by the Career Guidance & Counseling Cell of the college. Materials and information are also provided by the Cell and the departments to the exposed students.
- Advanced learners are given opportunity to take part in research activities through Biotech Hub.
- In addition to all these advanced learners are encouraged to participate in programmes like MTTS (organized by IIT (G)), Summer Workshop, field trips, visit to research laboratories and industries etc.

2.2.6 *How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc. who may discontinue their studies if some sort of support is not provided)?*

The institution collects, analyzes the information on the academic performance of the students at risk of drop out and takes measures through:

- The data and information on the academic performance of the students, during the programme is collected through attendance, class tests, personal touch with teacher and their response to the contents taught and then analyzed. The daily attendance in all the classes of a course is taken to ensure the presence of students.
- The students, at the risk of drop out are contacted telephonically or personally.

- If a student is not attending the classes due to monetary or academic reasons, then these problems are solved to the maximum extent as per provisions and policies of the college.
- Corrective measures are initiated accordingly by holding remedial classes. Special measures are taken for the students who get F grade in the final exams by personal counseling, providing tips for success in the subject and providing problem sets for practice.
- Additional classes are conducted by respective teachers as and when time permits outside the class routine.
- For the socially backward and slow learners, special counseling sessions are held.

2.3 Teaching-Learning Process

2.3.1 *How does the college plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)*

The following methods have been adopted in planning and organizing the teaching, learning and evaluation schedules

- The academic calendar is prepared at the commencement of each academic session which outlines the academic activities such as sessional and term end examinations, educational tours, field study etc.
- Class routine for each semester outlines classes, laboratory sessions, in-house seminar, group discussions etc.
- Teaching learning and evaluation are strictly done according to the plan outlined in the academic calendar and the schedules and recommendations of the University.
- Departments prepare lesson plans (Teaching plan) for each semester. Students are made aware about the planes at the beginning of the courses.
- Evaluation blue print has been prepared by the examination committee for sessional tests considering the time schedule for different semesters and courses (major/general course)
- Sessional examinations are arranged by the examination committee and accordingly departments conduct the exam. The evaluated scripts are shown to the students before submitting to the university along with mark sheets.
- The end semester examinations are conducted by the University itself and are evaluated according to existing University procedures.

2.3.2 *How does IQAC contribute to improve the teaching –learning process?*

The IQAC contributes to improve the teaching-learning process by taking the following responsibilities:

- Recommending acquisition of teaching-learning technology and aids.
- Arrangement for feedback response from students.
- Monitoring the teaching and evaluation process.
- Monitoring the faculty competency and strength by collecting and analyzing self appraisal report.
- Organizing seminars, workshops, invited talks on quality in Higher Education
- Arranging motivational programmes and career counseling for students.

- Documentation of various programmes for quality improvements.
- Promotion and internalization of good practices.
- Preparation and Submission of Annual Quality Assurance Report to NAAC.
- Maintenance of Self-Appraisal Report of Faculty Members.

2.3.3 *How learning is made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?*

Teachers make the learning process student centric by promoting different learning techniques.

- The students are taught with a combination of conventional class room lecture using black board, chart/model and multimedia devices using LCD projector and demonstration in the laboratory.
- Interactions with teachers and among the peers are encouraged in the class.
- Students are encouraged for readings by using library resources, reference books, teaching aid such as internet, delivering lectures in a particular topic, taking part in group discussion, giving seminar lectures, doing home assignments, attending problem solving sessions, taking part in field trips, doing lab experiments, and doing field projects where necessary.
- The laboratory is a vital part of the practical based science courses and students are required to participate in laboratory work regularly.
- In 6th semester in almost all the subjects, students have to do a project paper individually under the guidance of a teacher. In 4th semester they have to prepare a field report on a topic in environment studies and submit for award of mark.
- To develop the habit of independent learning sometimes students are given a topic and they are divided into groups to prepare the same. In this way they develop skills regarding collaborative learning.

2.3.4 *How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?*

College takes the following steps to nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators:

- By organizing quiz, debating, cultural, sports and literary competitions.
- By promoting departmental wall-magazines and other publications among the students.
- By publishing the college magazine 'Purbakash'.
- By arranging Field Trips.
- By promoting departmental student projects.
- By arranging educational tours.

- By encouraging the students to participate in inter-college
- Encouraging reading habits.
- Encouraging students to carry out different projects of social and environmental impact.

2.3.5 *What are the technologies and facilities available and used by the faculty for effective teaching? E.g: Virtual laboratories, e-learning - resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.*

- The college makes use of INFLIBNET Nlist e-journals with facilities to access over two thousand e-journals and e-books. The same has been provided free of cost by INFLIBNET. Our college is a registered A view software user, through which virtual classrooms arranged by INFLIBNET can be availed monthly.
- The college has four computer laboratories to cater to the needs of the students.
- Each department has VPN internet connection under NME-ICT project.
- Adequate number of Laptop, projectors (OHP & LCD) for the use of the teachers and the students are readily available.
- Students can access the internet in the library and in the departments, which can be used under the guidance of respective teachers.

2.3.6 *How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?*

The students and faculty are exposed to advanced level of knowledge and skills through the following activities:

- The departments organize class room seminars for students on advance topics. Visit to research institutes, Universities, field trips, extension lectures are conducted for students to enrich their knowledge. Students also engage themselves in writing reports of field study and projects in last semester as requirement of course work.
- Workshops are organized for students and faculties inviting experts from other institutions as resource person to enrich the knowledge.
- Few interdepartmental activities such as combined class (e.g. Botany and Zoology combined for biostatistics, Botany & Chemistry for Biochemistry), classes by teachers from other subjects (e.g. IT teachers for computer paper in Botany, Physics etc.) etc. are also conducted.
- As per the university and UGC instructions, the teachers are allowed to participate in the Orientation Courses, Refresher Courses, Short Term Courses, UGC sponsored seminars and workshops.
- Faculty members are also engaged themselves in minor and major projects sponsored by UGC or other agencies.

2.3.7 *Detail (process and the number of students \benefitted) on the academic, personal and psycho-social support and guidance services (professional counseling/mentoring/academic advise) provided to students?*

Teaching and non-teaching staff of the college impart constant counseling and guidance to the students so that they are able to cope with the real life to a great extent. Due to these institutional as well as individual efforts many students have even excelled in various fields. Nearly 200 students are benefitted by such programmes every year. In this regard some of the programmes are listed in 5.1.9(Table 5.4)

2.3.8 *Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?*

The college authority has always been encouraging the teaching faculty to adopt innovative practices. The following innovative methods have been adopted by the teachers during the last four years:

- Extensive use of multimedia during conventional classes
- Use of HTML ICT material developed by Dr. A. Borah, Department of Botany during Botany Major classes
- Field based project in all subjects
- To give a clear conception about the subject matter, very often take theory classes in laboratory to demonstrate the apparatus or simple experiment.
- Departmental seminars are arranged in all departments

2.3.9 *How are library resources used to augment the teaching- learning process?*

The institution has a well equipped and fully computerized college library having more than 9,000 text books, journals, reference books, periodicals and news papers which are connected with internet facility and INFLIBNET. The library remains open from 9 AM to 5 PM on every working day with a break of 30 minutes for attendants without hampering library service. Library resources are used to augment the teaching learning process in the following ways:

Facilities:

- Reading Room: There is one energy efficient spacious reading room.
- Reference room: No separate room is there for reference section.
- Lending of books to departmental libraries: Provision for lending of books to the departmental library is there; but recently it has been withdrawn temporarily.
- Browsing facility: Provision for Browsing e-library through internet.
- Book bank: Book Bank is there;
- Display of new arrivals: New books and Journals are displayed in the Display Board
- Reprography facility: Yes
- Internet surfing and printing facility: Yes.

2.3.10 *Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome these.*

- Yes, with the introduction of semester system in the undergraduate level faculty members face problems in completing syllabus within the stipulated period. It is observed that in the semester system students become examination oriented rather than creative. Conceptual base of the students cannot be made stronger unless they are not given sufficient time for study. Teachers also have to remain in hurry to complete the course within the time frame. However the faculty members try to overcome it by giving extra time to the students outside the class routine at a personal level and by arranging additional (tutorial) classes. They are given home work and assignments so that they can clear their concept and apply it satisfactorily in a short time.
- Students come from various academic atmospheres. So a considerable number of slow learners are admitted. To cope up with the situation teachers have to compromise with teaching plan for the students benefit.
- Increasing number of enrolment in the departments is also a challenge for the teachers for sustaining the continuous evaluation system. Group learning and peer learning methods are used in some units by some departments to overcome this challenge.
- Number of teaching days is also restricted due to holding of end semester examination over a long period i.e. one and a half month and delayed declaration of examination results.

To overcome the above mentioned challenges, the following measures are taken.

- To meet scarcity of teaching staff, guest lecturers are appointed time to time.
- Additional classes over and above the class routine are taken for completion of the syllabus as far as possible.
- Missed classes are compensated through special classes.
- Special class routines are prepared and followed during the time of different examinations hours to continue the spirit of the classes to the non-examinees

2.3.11 *How does the institute monitor and evaluate the quality of teaching learning?*

- IQAC remains in touch with the Academic Committee and Routine Committee for early preparation of the class routine & the academic calendar respectively. Regular and smooth implementation of Class Routine and Academic Calendar is monitored by the IQAC by collecting Departmental Routines and suggesting the Principal for any change if required.
- Principal & HoDs ensure timely arrival and departure of the teachers; and class accounts are kept in the department for reviewing progress of the syllabus.
- The Examination Committee ensures the holding of the sessional examinations timely.
- HoD ensures timely evaluation of the scripts by the respective teachers and declaring/displaying of the marks/copies in time.

- IQAC collects feedback from the students on courses and teachers and after analysing make it available for the teachers such that they can upgrade them in the future.
- Academic Committee examines the results of each semester and analyse it for discussion in the academic bodies.
- Library facilities are also examined annually.
- Faculty members are advised for attending Faculty Development Programmes.
- IQAC suggests the authority through Principal for appointment of part time/ contractual teacher so that departments can function smoothly.
- Analysing the University results.
- Collecting information on student's progression to higher studies and employment.

2.4 Teacher Quality

2.4.1 Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum

Table 2.6 : Faculty strength

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent Teachers							
D.Sc./D .Litt			0	0	0	0	0
Ph .D			7	3	1	0	11
M. Phil			1	0	1	0	2
P.G.			5	3	2	1	11
Temporary Teachers							
Ph .D							
M.Phil.							
PG					2	3	5

Government sanctions the posts of teaching faculty as per government policy. As and when a post is vacated due to retirement or any other reason, the same is filled up as per UGC and Government rules. Sometimes posts are diverted/ converted to other departments to accommodate teachers working in non sanctioned posts. However if the strength of existing faculty is found to be insufficient, the management approaches the Government to create new posts for the same. The management also engages qualified part time and contractual teachers to fulfill the immediate need.

2.4.2 *How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programmes/ modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.*

The college has been facing scarcity of qualified teachers to teach new programmes and modern areas such as Information Technology and Environmental Science because the government has not sanctioned new posts to teach these subjects. Also limited financial resource of the college makes it difficult to pay a handsome salary to a qualified and competent teacher.

To overcome this situation, college has been taking the following measures

- Arrange classes for Environmental Studies by teachers from other existing departments.
- The college sent the faculty for refresher courses and orientation programmes to cope up with the changes made in the curriculum.
- For IT department two contractual teachers with M.Sc. (IT) degree has been appointed.
- Interdisciplinary teaching activities have been carried out. Interdisciplinary teaching between 1) chemistry and life science, 2) Physics and Mathematics, 3) Mathematics and Information Technology, 4) Statistics and life science 5) Statistics and Information Technology are some examples.
- Guest faculties are invited to take special classes for the newly introduced topics.

Increasing demand for enrolment has been evidenced because of the encouraging environment created and fulfillment of demand by taking the measures mentioned above.

2.4.3 *Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.*

a) *Nomination to staff development programmes*

Table 2.7: Academic development

Academic Staff Development Programmes	Number of faculty nominated
Refresher courses	2
HRD programmes	2
Orientation programmes	2
Staff training conducted by the university	5
Staff training conducted by other institutions	2
Summer / winter schools, workshops, etc.	4
Faculty Improvement Programme	2

The college encourages and gives opportunity to the college teachers to take part in the Staff Development Programmes organized by UGC academic staff college, workshops organized by various institute of national importance and to attend National and International seminars.

b) *Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning*

- *Teaching learning methods/approaches:*

One faculty training programmes were held during the last four years. Prof. Khanin Pathak of IIT Kanpur conducted a workshop on “Methodology for development of curriculum and lecture plan” on 11th October 2010, where faculty members from other institutions also participated.

- *Handling new curriculum:*

1. Dr. D.J. Choudhury (Deputy Controller of Examination, GU) and Prof. D. K. Sharma (Dept. of Sanskrit, GU) delivered a talk and interacted with faculties of different colleges of Bongaigaon, Abhayapuri, Kokrajhar, Bijni etc. for Semester Examination System in a meeting held at Seminar Hall of Birjhora Mahavidyalaya on 11th Aug’ 2011.
2. A workshop was conducted by Gauhati University on effective implementation of Choice based Credit and Semester System (CCSS) in 2011. It was attended by Dr. K. K. Sarma & Mr. M. Das.
3. Conferences on grading system in the existing semester system was attended by Dr. A.K Deka, Mr. M. Das and Dr. K. K. Sarma

- *Content/knowledge management:*

College organized one day online workshop on library informatics for using A-view software on 21st December 2013.

- *Selection, development and use of enrichment materials:*

Training programmes for sophisticated instruments installed under the scheme of Institutional Biotech Hub sponsored by DBT was held during 2012-13

- *Assessment:*

Academic Committee organized one workshop for the faculty members regarding the newly introduced internal evaluation and assessment in semester system of examination inviting GU experts during 2010-11

- *Cross cutting issues:*

1. Invited talks on ‘Earthquake preparedness in North-East India –present scenario’ by Dr. B.P. Duorah of GU, lecture on moral values in collaboration with Prajapita Brahma Kumari Ishwariya Viswavidyalaya.
2. Women empowerment programme by Rita Choudhury, Advocate.

3. Invited talk on Life, work and philosophy of Swami Bibekananda on the occasion of National Youth day by Mr. Bankelal Sharma *et al.*

- *Audio Visual Aids/multimedia:*

All faculty members receive training in handling computers, LCD and OHP projectors and related accessories to enhance teaching strategies and used in their lectures whenever necessary.

- *OERs (Open Education Resource):*

1. The college provides access to INFLIBNET facility.
2. All departments have collections of text books, reference books.

- *Teaching learning material development, selection and use* Nil

c) *Percentage of faculty*

- *Invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies.* : **31%**
- *Participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies* : **81%**
- *Presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies* : **50%**

2.4.4 *What policies/systems are in place to recharge teachers? (eg: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)*

The institution extends full support for the professional development of the faculty.

- The faculties are encouraged to pursue their M. Phil. and Ph. D. through faculty development schemes.
- The institution deputed its teachers to attend refresher and orientation programs, conferences, seminars and training programs organized by other institutes, universities and research organizations.
- The institution also conducts seminars, workshops and special lectures for the benefit of its faculties and students. The institute has conducted few workshops/seminars during last three years.
- The Institute grants duty leaves according to the nature of work.
- During the last four years, 1 Major Research Project and 10 Minor Research Projects have been completed by the faculty members. (Pl refer 3.1.5)
- Five faculty members were awarded Ph. D degree during the last four years. Two faculty members are pursuing research leading to the Ph. D
- 3 books, 6 chapters written by faculty members are published by reputed publisher.

- 54 research papers of faculty members published in leading national and international journals.

2.4.5 Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.

During the last four years, no faculty received awards/recognition at the state, national and international level for excellence in teaching.

2.4.6 Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?

Yes, the college introduced evaluation of teachers for improving the teaching-learning process by students. Students' feedback committee takes feedback from the students on teacher's performance. At the end of every academic year students furnish feedback on individual faculty members on a prescribed format. The Feedback Form mainly focuses on the various teaching skills of the faculty members like presentation, communication, knowledge, content covered, innovative practices and laboratory work and also on curriculum.

Feedbacks are analysed and conveyed to the teachers for improving teaching learning process. College also follows the annual self appraisal method to evaluate the performance of the faculty.

2.5 Evaluation Process and Reforms

2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

The Stakeholders of the institution are made aware regarding evaluation process and reform if any through:

- Announcement in induction meeting.
- Detail discussion in the introductory classes of each department.
- By notifying in college notice board.

2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?

The major evaluation reform by the university are-

- Transformation from annual examination system to semester system.
- Introduction of sessional examination.
- Introduction of internal assessment in theory paper.
- Replacing the initial 6 point (A, B, C, D, E, F) grading in semester system by a new grading system.

- Introduction of project work and paper presentation in the last semester in major subjects.

2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?

To ensure effective implementation of the evaluation reforms the institution takes the following steps-

- Announcement of evaluation schedule through academic calendar and by notification.
- Holding sessional examination and end semester examinations with prior notification.
- Assigning various assignments to the students for internal assessment and subsequent evaluation of the same before end semester examination.
- Evaluating through assigned project work and paper presentation.
- Conducting class tests and unit tests as a part of continuous evaluation.

It can be mentioned that the students are facilitated to get their feedback of sessional and other internal examinations by display of their evaluated answer scripts. In addition to that marks of internal assessment are displayed in the departmental notice board.

2.5.4 Provide details on the formative and summative assessment approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system.

Students' achievement is measured mainly through:

- The sessional examination,
- Different assignments,
- Learner centric activities and
- The end semester examination conducted by the university.

The internal assessment process has positive impact. It helps them to acquire certain skills. For example, Paper Presentation in Departmental Seminars, vocational skill development, field work, project work under the guidance of the concerned teachers help them to enhance their knowledge and skill.

The decentralization of the Evaluation process has made it more efficient and time bound. Moreover, the process of on-the-spot evaluation by teachers in the evaluation zones has expedited the process of evaluation and declaration of results.

2.5.5 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills etc.

Marks of internal assessment are awarded on the basis of sessional examination, regularity in class, different assignments, social behaviour and involvement to the corporate life due to which students are now very active throughout the year in the learning process.

Marks of sessional examinations and internal assessments are shown to the students along with the evaluated answer scripts before sending to the university. If any discrepancy is brought to the notice it is corrected immediately.

2.5.6 *What are the graduate attributes specified by the college/ affiliating university? How does the college ensure the attainment of these by the students?*

The college has specified its graduate attributes clearly in its mission, vision and objectives. They are-

- Obtain scientific temper and modern skills.
- Obtain recognised quality education in the specified discipline.
- Have appreciable social impact

The College aspires that these specified attributes are transformed to them as and when they become graduate. The faculty members of the college work rigorously throughout the academic year to enable the students to achieve the goal by different academic as well as co-curricular activities. The faculty sensitizes students towards inclusive social concerns, human rights, gender and environmental issues to make them sensitive, sensible, useful and conscious global citizens.

2.5.7 *What are the mechanisms for Redressal of grievances with reference to evaluation both at the college and University level?*

The college has a strong mechanism to redress grievance related to evaluation both at the University and institutional levels. All the grievances related to University examinations are collected and processed by the Principal's office and necessary steps are taken to communicate the same to the University authorities. The Gauhati University has provisions for re-assessment and re-evaluation of the results. Regarding internal evaluation, the concerned teachers and departments are prompt to redress grievances, if any.

2.6. Student performance and Learning Outcomes

2.6.1 *Does the college have clearly stated learning outcomes? If 'yes' give details on how the students and staff are made aware of these?*

The University prescribed curriculum indicates learning outcomes measured through:

- Academic Result
- Participation in Higher study.
- Placement/entrepreneur in different fields.
- Involvement in social development activities with scientific temper.
- The students and teachers are made aware of these through highlighting top results in the yearly published College Magazine and News bulletin (Dawn), offering special felicitation in the college week festival, awarding merit awards to the meritorious students and displaying outstanding results in the respective departments. Moreover the alumni meet held time to time generate awareness to the students and faculty about the outcome.

2.6.2 *Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the students results/achievements(Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.*

The progress and performance of the students are monitored by departmental class tests, terminal examination, sessional examination, departmental seminars and different assignments throughout the duration of the course. The outcome of all the above mentioned evaluation system is communicated to the students. The progress is reflected in the end semester examination finally in terms of GPA. Results of last four years reflect the differences in the pattern of achievements.

Table 2.8 : Results of last four years

Year	Title of the Program.	Total no. of students appeared	Division				
			Distinction %	I %	II %	III %	Pass %
2013-14	B.Sc.	83	-	43.3	22.8	8.4	74.6
2012-13	B.Sc.	63	17.46	19.04	38.09	0	71.42
2011-12	B.Sc.	73	19.19	21.9	64.38	0	86.3
2010-11	B.Sc.	79	11.39	17.72	55.69	1.26	74.68

2.6.3 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

The teaching, learning and assessment strategies are designed not only to reflect the curricular objectives of the University but also to facilitate the intended learning outcomes of the college.

The University curriculum for B.Sc. programme also reflects most of the objectives of the college. Environmental Studies and Information Technology are included in its curriculum by the university as compulsory and vocational subject respectively in its curriculum. These help in creating environment awareness and modern skill in information Technology. Relevant computer proficiency has been included as a part of the B.Sc. (Major) course in all subjects.

The college, on its part, is holding classes, lectures, seminars, workshops, group discussions etc. to orient the students to the institutional goals.

Self-reliance, competence and a sense of equality are inculcated among the students through different extra-curricular activities like sports, cultural programmes, plantation, cleanliness drive, literary programme etc. These markers of real learning are taken into account while assessing the students for internal evaluation.

The students of the college have been recognized in the society as disciplined, well-cultured and self-reliant. The introduction of college uniform also makes students feeling integral part of the college.

2.6.4 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (student placements, entrepreneurship, innovation and research aptitude developed among students etc.) of the courses offered?

The college takes up the following measures and initiatives to enhance the social and economic relevance of the courses.

- To facilitate employment to the students, the Career Guidance and Counseling Cell makes information about various job sectors available to the students. Additionally talks by resource persons, lending of preparation material and personal counseling to prepare them to face interviews and handy tips to face group discussions are the services extended by the cell.

- Students are encouraged to opt for vocational course, short term skill development course which are opened through distance learning institutes.
- The college laboratories and the library help the students to inculcate innovation by allowing them to explore and experiment innovatively. Students of Major courses are involved in research activities through Biotech Hub, which help them to develop their career in that specific field.
- The college magazines provide them platform to give expression to their innovative and creative talent.
- The College organizes industrial visits and interactive talks delivered by industrial executives to instill entrepreneurship amongst students.
- The college faculty inspires research aptitude in the students by giving them project works in Environmental studies as a part of the curriculum. As a part of curriculum students of 6th semester major courses are given a platform to engage themselves in project work by means of which they gain experience in research work.

2.6.5 *How does the institution collect and analyze data on student performance and learning outcomes and use it for planning and overcoming barriers of learning?*

- A direct approach to assess learning outcome is through personal interaction with students in and outside the campus, internal assessments, continuous evaluation by the teachers in class, and so forth.
- The barriers of learning are diagnosed and overcome through the support systems provided by the College.
- Slow learners are identified and provided extra help through remedial classes, advanced learners, peer teaching and so forth. This ensures better performance of students in the examination.
- Once the course is completed, student progression is monitored and oriented.
- An exit survey is made by the outgoing students and their suggestions are given due consideration.
- A staff meeting is convened by the Principal to analyze the result just after the declaration of the university result.
- Academic committee and Departmental staff members analyze the result and offer suggestions for improvement.
- The IQAC has suggested initiating an Academic Auditing Committee to monitor the achievements/ failures of the students.

2.6.6 *How does the institution monitor and ensure the achievement of learning outcomes?*

The University prescribed curriculum indicates learning outcomes measured through, Academic Result, Participation in Higher study, Placement in different fields. The college monitors the achievement of learning outcomes through IQAC, Academic Council and different committees which ensure the achievement of learning outcomes.

2.6.7 *Does the institution and individual teachers use assessment/ evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples.*

Yes, the institution and teachers use assessment and evaluation outcome as an indicator for evaluating student performance, achievement of learning objectives and planning.

Evaluation of students' performance:

The individual teacher awards internal assessment marks to the students based on evaluation of sessional, seminars attendance and co-curricular activities of the students.

Planning is done at the departmental level to overcome the shortcomings of students on particular topics. Additional assignments, extra classes and personal counseling for individual students are held.

CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

3.1 Promotion of Research

3.1.1 *Does the institution have recognized research centre/s of the affiliating University or any other agency/organization?*

Yes, the Laboratory of the department of Physics of the college has been recognized as a research laboratory by Gauhati University, Guwahati.

3.1.2 *Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.*

Yes, there is a Research Promotion Cell in the college comprising with the following senior faculty members:

1. Dr. O. P. Sah (Physics) Convenor
2. Dr. (Mrs.) Ranu Roy (Botany)
3. Mr. N. K. Das (Statistics)
4. Mr. P. K. Das (Chemistry)
5. Dr. P. Chakravarty (Chemistry)

The cell encourages the faculties for pursuing research activities under financial assistance from UGC and other sponsoring bodies like DST, CSIR, DBT etc. research projects. Principal generally takes recommendation from the cell before forwarding the project proposal to the funding agency. Few mentionable recommendations are:

- “A longitudinal study on the socio-demographic profiles of elderly population of Assam phase-II” MRP proposal by Dr. A.K. Deka, dept. of Statistics submitted to UGC in June, 2010. Impact: Granted Rs. 90,000.00 by UGC
- “Digitization of flowering plants of Assam as education and information material” – MRP proposal by Dr. A. Borah, Dept. of Botany submitted to UGC in June 2010. Impact: Granted Rs. 1, 40,000.00 by UGC.
- “Removal of toxic heavy metals from aqueous solution using low-cost biosorbent” – MRP proposal by Dr. P. Chakravarty, Dept. of Chemistry submitted to UGC and granted by UGC.
- “Biochemical analysis of some medicinal plants of Bongaigaon district” MRP proposal by Sri P.K. Das, Dept. of Chemistry, submitted to UGC and granted by the UGC.

3.1.3 *What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/projects?*

- Autonomy to the principal investigator: **Yes**
- Timely availability or release of resources: **Yes**
- Adequate infrastructure and human resources: **Yes**
- Time-off, reduced teaching load, special leave etc. to teachers: **Yes, depending on the timing of the academic season**
- Support in terms of technology and information needs: **Yes, as per availability.**
- Facilitate timely auditing and submission of utilization certificate to the funding authorities: **Yes**
- Any other: Internet facilities, NLIST-INFLIBNET, books, e-journals etc. are provided.

3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?

Following efforts have been initiated by the college for developing scientific temper and research attitude among the students-

- Most of the departments of the college arrange seminars and talks time to time
- Field works for the students of all semesters and project works especially for sixth semester students as designed by G.U.,
- Special attention has been paid in Environmental Studies project.
- Presentation in Student seminars has been made compulsory for sixth semester students in presence of designated persons.
- Students are encouraged to participate in activities like eradication of superstitions, science exhibitions, science popularization programmes, Chemistry Olympiad, Mathematics Olympiad etc. organised by college, Assam Science Society, Govt. Department and NGOs.

3.1.5 Give details of the faculty involvement in active research (guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.)

Guiding Ph.D. Student: Dr. O.P. Sah is a recognised Ph.D. guide of G.U. and has been guiding two scholars.

Leading Research Project: as under mentioned

Table 3.1: Research Project in last for years.

Sl. No.	Title of the project and PI	Nature of the project (major/minor) and sponsored by	Year/Period	Complete d/ongoing	Whether submitted / presented to any body
1	Investigation of Nonlinear Kinetic Alfven Wave Structures in Plasmas PI: Dr. O.P. Sah (Physics)	Major, sponsored by UGC	01-07-2007 to 31-12-2010	Completed	Submitted to UGC
2	PI: Dr. D. C. Deka (Botany)	Major, sponsored by DBT	April 2008 to March 2010	-do-	Submitted to DBT
3	Institutional Biotech Hub Coordinator: Dr. D. C. Deka (Botany)	DBT		Ongoing	DBT
4	Longitudinal study of socio-demographic profiles of elderly population in Assam-phase II PI: Dr. A.K. Deka (Statistics)	Minor Research Project UGC	2012-2013	Completed	UGC

5	Digitization of flowering plants as information and education material PI: Dr. A. Borah (Botany)	Minor Research Project UGC	2012-2013	Completed	UGC
6	Study of amphibian fauna at Kakaoijana RF, Bongaigaon, Assam PI: Dr. B.K. Saha (Zoology)	Minor Research Project UGC	2008-2010	Completed	UGC
7	Removal of toxic heavy metals from aqueous solution using low-cost biosorbent PI: Dr. P.Chakravarty (Chemistry)	Minor Research Project UGC	2014-2015	Ongoing	Yet to submit
8	Biochemical analysis of some medicinal plants of Bongaigaon district PI: P.K. Das (Chemistry)	Minor Research Project UGC	2014-2015	Ongoing	Yet to submit
9	(i) An Investigation of drinking water quality of high risk Dhaligaon area, BTAD, Assam PI: Dr. M.N. Thakuria (Chemistry) (ii) A study on application of indigenous plant materials for removal of metal ions from ground water. PI: Dr. M.N. Thakuria (Chemistry)	Minor Research Project UGC -do-	12-5-2008 to 12-5-2010 16-4-2011 to 15-10-2012	Completed Completed	Submitted Submitted
10	(i) A study on the variety of Rice plant cultivated in Bongaigaon area of Bongaigaon dist. Assam. (ii) A study on the indigenous Rice varieties of Bongaigaon dist., Assam and conservation. PI: Dr. R. Roy (Botany)	Minor Research Project UGC	14-12-2009 to 14-06- 2011 Feb 2014 to Oct. 2015	Completed Ongoing	UGC Yet to submit
	Analysis of food value	Minor Research	2010 to	Completed	Submitted to

11	and potential hazardous compound in hormone applied selected vegetable crops in present climatic condition. PI: Dr. N. Baruah (Botany)	Project Sponsored by UGC.	2011 (18 months)		UGC
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Apart from the sponsored research projects, faculties have been engaged in active individual research and publishing papers in different journals, seminar proceedings etc. Following faculties have been pursuing research for Ph.D.-

Mr. H. K. Saud (Economics) in IIT, Guwahati

Ms. Jhuma Biswas (Physics) in Dibrugarh University, Dibrugarh.

3.1.6 Give details of workshops/ training programmes/ sensitization programmes conducted/organized by the institution with focus on capacity building in terms of research and imbining research culture among the staff and students.

Yes, the college has conducted **eight** programmes on these:

- Workshop on “Methodology for development of curriculum and lecture plan” on 11th October 2010, Resource Person: Prof. Khanin Pathak, IIT, Kharagpur.
- Talk on “Opportunities in banking sector” – by Mr. D. Saikia, Chief Manager, State Bank of India, Bongaigaon Branch on 24th June, 2010.
- Talk on “Opportunities on Civil Services” – talk by Mr. Gauranga Sarma, faculty, Assam Institute of Management, Guwahati held on 13th Nov., 2010.
- Women cell organized two awareness programme on health and legal issues related to women on 28th September 2012, RP : Dr. Gautam Kr. Das and on 30th Sept. of 2012 Smt. Chandana Choudhury, Advocate, deliver a talk on importance of legal laws applicable to girl students in particular and students in general.
- Sri Dibyojyoti Bhattacharjee, Assam University, Silchar on 24 April, 2013 delivered a talk on Statistical methods.
- The Bio-Tech Hub organized one state level workshop on “Techniques of Molecular Biology” on 26-27 Feb., 2013.
- The Bio-Tech Hub organized one State level workshop on “Techniques in Biotechnology and Bioinformatics” on 5th and 6th May, 2014.
- Workshop on Linux and LIBERO through open source software under spoken tutorial project of IIT, Mumbai to promote IT literacy was initiated on 27th Sept., 2013. Twenty four students were participated in the first batch.

3.1.7 Provide details of prioritized research areas and the expertise available with the institution.

Dept. of Botany: Dr. D.C. Deka – *Cytological studies, Biochemical studies*
Dr. R. Roy – *Biodiversity and their conservation*
Dr. N. Baruah- *Crop improvement*
Dr. A. Borah – *Floristic study, Ethnobotany*

Dept. of Physics: Dr. O.P. Sah - *Theoretical Plasma Physics*
Dr. B. Choudhury – *Theoretical Plasma Physics*
Ms. Jhuma Biswas – *Space and Atmospheric Physics*

Dept. of Chemistry: Dr. P. Chakravarty- Biosorption; *Acted as a Reviewer for the original research article for Elsevier, Taylor and Francis, Springer and other publishing houses.*

Dept. of Statistics: Dr. A.K. Deka – *Demography, Population Statistics*

Dept. of Economics: Mr. H. K. Saud - *Agriculture of Assam*

3.1.8 *Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?*

The college has invited a few eminent scientists to visit and interact with faculty and students viz.

- Prof. Khanin Pathak of IIT, Kharagpur has visited the college and acted as resource person in a workshop on “Methodology for curriculum development and lesson plan” on 11th October 2010; Prof. Pathak also interacted with faculties on 23rd November 2013 regarding involvement with a major project on vetiveria zizanivides (poaceae)
- Prof. J.C. Kalita, Director i/c, CDC; Prof. S.P. Goswami, HoD, Department of Philosophy and Prof. A. Sarma, Department of Hindi of Gauhati University visited the college and interacted with faculties on 21/11/2012.
- Dr. D. Bhattacharjee of Assam University has delivered a talk on 24 April, 2013 and interacted with students on Statistical Methods.
- Dr. H. Singha, Assistant Professor, Assam University and also an ex-faculty member of the college has been in touch with the college since he left the college in 2009.
- Dr. D.J. Choudhury (Deputy Controller of Examination) and Prof. D. K. Sharma (Dept. of Sanskrit) delivered a talk and interacted with faculties of different colleges of Bongaigaon, Abhayapuri, Kokrajhar, Bijni etc. for Semester Examination System in a meeting held in the Seminar Hall of Birjhora Mahavidyalaya on August, 2011
- Prof. N. Lahkar (Dept. of Library Science) and Dr. B.R. Bhuyan (Ex Principal, Govt. Dental College and EC Member, G.U.) visited the college for permission for introduction BA courses on 11-04-2014.
- Prof. A. Sarma (Dept. of Computer Science), Prof. L. Choudhury (Statistics) visited and interacted with faculties on.....
- Prof. D.K. Jha (Dept. of Botany) and Prof. H.P. Sarma (Dept. of Environmental Science) inspected the college and interacted with faculties on 27-06-2014.
- Prof. B. Kalita (Dept. Mathematics) and Prof. J. C. Kalita (Dept. of Zoology & Director i/c, CDC) of Gauhati University visited the college and interacted with faculties on 4th May, 2013.

3.1.9 *What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?*

Approximately 20% of the total faculty members have utilized sabbatical leave for research activities.

Four faculties namely Dr. P. Chakravarty, Dept. of Chemistry (from Aug, 2009 to July 2011), Dr. B. Choudhury, Dept. of Physics (from June 2009 to July 2012), Dr. B.K. Saha, Dept. of Zoology (from Jan. 2005 to Dec. 2006) and Dr. (Mrs.) A. Mech, Dept. of Mathematics (from April 2005 to March 2007) availed study leave for Ph.D. degree under Faculty Improvement Programme sponsored by UGC under XI plan.

3.1.10 *Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land)*

Dr. A. Borah, Assistant Professor, Department of Botany has developed an offline searchable digital database of flowering plants of Assam as education and information material as an outcome of UGC sponsored Minor Research Project (2012-2013) which will be given to students of different colleges of Assam at a reasonable rate after receiving acceptance letter from UGC.

Dr. P. Chakravarty, Associate Professor, department. of Chemistry has developed a biosorption process with powder of heart wood of *Areca catechu* mixed with silica to remove some toxic metals like Cd, Ni, Co, Fe, As etc. from water.

Dr. N. Baruah, Associate Professor, department of Botany has established a method of sex conversion of male flowers to female of cucumber and summer squash using hormones which will impact on agriculture.

3.2 Resource Mobilization for Research

3.2.1 *What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.*

There is no specific provision for budgeting in research head; however, the college utilizes the funds from different funding agencies for major/minor research projects. The college authority usually disburses the funds received from sponsoring agencies for major/minor projects to research Coordinator/ Principal Investigator. Total Rs. 13, 75, 000/- has been received from UGC under Minor Research Project Scheme and disbursed to faculties during the period from April 2010 to February, 2014.

3.2.2 *Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?*

The college has no provision to provide seed money to the faculty for research.

3.2.3 *What are the financial provisions made available to support student research projects by students?*

The College has no specific fund for students' research; however, it provides facilities like, use of laboratories, infrastructure, internet, Library facilities, inter-departmental activities etc. for students to conduct their projects.

3.2.4 *How does the various departments/units/staff of the institute interact in undertaking interdisciplinary research? Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research.*

Dr. P. Chakravarty of Chemistry Department and Dr. D.C. Deka of Botany Department jointly conducted research on biosorption of copper from aqueous solution by using powder of heart wood of *Areca catechu*, vide P. Chakravarty, D.C. Deka, N. S. Sarma, and H.P. Sarma, *Removal of copper (II) from wastewater by heartwood powder of Areca catechu: Kinetic and equilibrium studies, Desalination and Water treatment*, 40 (2012) 194 – 203. (Taylor and Francis, U.S.A.)

3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?

The equipment and other research facilities like books, journals, internet etc. are easily accessible for the researchers. List of equipment available in the Central Laboratory of the College, i.e. the IBH, is made available to all the departments so that the researchers can use these easily as and when necessary. The sharing of equipment and research facilities among the different departments is another measure taken by the College for the optimal use of the same.

3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes' give details.

Yes; the IOCL-Bongaigaon Refinery, Dhaligaon has sanctioned Rs. 4 lakhs for construction of Central laboratory in the college during the financial year 2011-2012 vide letter No. HR:08:03:05/2011-12 dated February 3, 2012; earlier the organization also donated 5 desktop computer sets to the college.

3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organizations. Provide details of ongoing and completed projects and grants received during the last four years.

The college authority supports the faculty in securing research funds from UGC and various agencies by granting leave, permissions etc. as per Government and UGC rules. The college authority ensures timely issue of the required documents for the submission of the project proposals.

The support received from various agencies for the ongoing and completed projects are given below:

Table 3.2: Financial support received from different Funding Agencies in last four years

Nature of the Project	Duration Year From To	Title of the project	Name of the funding agency	Total Grant	
				Sanctioned	Received
Minor Research projects	April 2008 to March 2010	Study of Amphibian fauna at Kakoijana RF, Bongaigaon, Assam	UGC	Rs. 40,000/-	Rs.40,000/-
	March, 2010 to Sept'2011.	Analysis of food value and potential hazardous compound in hormone applied selected vegetable crops in present climatic condition.	UGC	1,35,000/-	1,35,000/-
	14-12.2009 to 14-06-11	A study on the variety of Rice plant cultivated in Bongaigaon area of Bongaigaon District, Assam	UGC	Rs. 1,60,000/-	Rs. 1,60,000/-

03-05-2012	A study on the Indigenous rice varieties of Bongaigaon District, Assam and their conservation	UGC	Rs. 1,55,000/-	Rs. 1,12,500/-
June 2012 to Dec.2013	Digitization of flowering plants as information & education material	UGC	1,40,000/-	1,00,000/-
Feb. 2014 to Aug. 2015	Biochemical analysis of some medicinal plants of Bongaigaon district	UGC	1,15,000/-	70,000.00
Feb. 2014 To Aug. 2015	Removal of toxic heavy metals from aqueous solution using low-cost biosorbent	UGC	1,05,000.00	52,500/-

3.3 Research Facilities

3.3.1 *What are the research facilities available to the students and research scholars within the campus?*

The college has the following facilities for research facilities:

- Departmental laboratories
- Germ-plasm available
- Internet
- Central laboratory
- Powerful Telescope;
- Library resource
- NLIST-INFLIBNET: The College Library has been registered as a member of A-VIEW User on 21st Dec. 2013 and now able to avail virtual classroom workshop conducted by INFLIBNET every month.
- Institutional Biotech Hub where the following sophisticated instruments are available for research purpose. The major equipment available in IBH of the College are:
 - UV-visible spectrophotometer(double beam),
 - Cryostat
 - Refrigerated centrifuge
 - BOD incubator
 - Deep freeze
 - Hot Air Oven
 - Laminar air flow
 - Thermocycler
 - xii. Rotary evaporator
 - xiv. Autoclave
 - xv. High power microscope with computer connectivity

3.3.2 *What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?*

- Formation of Research Promotion Cell for planning and execution of research facilities
- Approach to UGC, DST, DBT etc.
- Approach to local Industry like IOCL-Bongaigaon Refinery
- Approach to State Govt. Science and Technology Dept.

3.3.3 *Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities? If 'yes', what are the instruments / facilities created during the last four years.*

Yes; there is an Institutional Biotech Hub sponsored by DBT, Govt. of India. The following major instruments/ facilities were purchased from the fund of the Hub:-

Table 3.3:Major instrument of the institute

Sl. No.	Name of the instruments
1	PCR machine set with trans-illuminator
2	UV-double beam Spectrophotometer
3	Gel Doc
4	Refrigerated Micro Centrifuge
5	Deep Freeze - (20 – 80)
6	Electronic balance
7	Water bath
8	Incubator Orbital shaker
9	General centrifuge
10	Microscope
11	Magnetic stirrer
12	Microwave oven
13	Computer & Internet connection
14	Online UPS- 2 Nos.

3.3.4 *What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?*

- The college is open to research scholars and students outside the campus to utilize the facilities available in college for pursuing their projects/research under the guidance of faculty members in the college.
- Instead of any lengthy formalities, a request letter from the head or guide of the parent institute or any one identity proof is enough to avail these facilities of the College.
- Faculty members of the college exhibits the sophisticated instruments/ facilities and explains the techniques how to use them to the students of the nearby schools/ colleges from time to time to encourage them to pursue basic science research in future.
- The departmental library and central library are also open to students of outside campus for reference, with permission.

3.3.5 *Provide details on the library/ information resource centre or any other facilities available specifically for the researchers?*

The following facilities are available in the college:

- NLIST-INFLIBNET
- Central laboratory
- Biotech-Hub
- Departmental Library

3.3.6 *What are the collaborative research facilities developed/ created by the research institutes in the college. For ex. Laboratories, library, instruments, computers, new technology etc.*

A Central Laboratory with financial assistance from IOCL Bongaigaon Refinery and Institutional Hub has been established in the college. Institutional Biotech Hub has been established in the college with financial assistance from Department of Biotechnology, Govt. of India. Sophisticated instruments as listed in 3.3.3 are procured.

3.4 Research Publications and Awards

3.4.1 *Highlight the major research achievements of the staff and students in terms of*

- Patents obtained and filed (process and product) : **Nil**
- Original research contributing to product improvement: **Nil**
- Research studies or surveys benefiting the community or improving the services: **01**
Dr. A. Borah has developed an offline searchable digital database of flowering plants of Assam as education and information material.
- Research inputs contributing to new initiatives and social development: **02**

Dr. P. Chakravarty, Department of Chemistry has developed a biosorption process with readily available cheap biosorbent to remove some toxic metals like Cd, Ni, Co, Fe, As etc. from contaminated water.

Dr. N. Baruah, Dept. of Botany has established a method of sex conversion of male flowers to female of cucumber and summer squash using hormones which will have impact on agriculture.

3.4.2 *Does the Institute publish or partner in publication of research journal(s)? If 'yes', indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?* **Nil**

3.4.3 **Give details of publications by the faculty and students:**

Table 3.4:List of publication by faculty and students in last four years.

Name of the faculty and Dept.	Number of papers in peer reviewed journals	Number of publications listed in International Database	Monographs	Chapter in Books	Book Edited	Books with ISBN/ISSN	Proceedings of National/International seminar with ISBN	Citation Index	SNIP/ SJR	Article in Magazine, News paper etc.	Impact factor	h-index
Dr. K. K. Sarma Physics(workin g Principal of the college)	04	04		01		01				36	04	

Dr. O. P. Sah Physics	15									15	
Dr. B. Choudhury Physics	04									04	
Miss. Jhuma Biswas Physics	03					02			02	03	
Dr. M.N. Thakuria Chemistry	09			01	04				41		
Dr. P. Chakravarty Chemistry	04						98			04	
Dr. R. Roy Botany	02									02	
Dr. D.C. Deka Botany	03								02		
Dr. N. Baruah Botany	01								01	01	
Dr. A. Borah Botany	03		01		03	05			06		
Dr. B. K. Saha Zoology	02									02	
Dr. A. Mech Mathematics	04								01	01	
Mr. M. Das Mathematics			01								
Dr. A.K. Deka Statistics	04		02						02		
Mr. H.K. Saud Economics			01			03			08		
Mrs. B. Das English						01					
Mr. B.K. Sarma Librarian									01		

3.4.4 Provide details (if any) of

- **Research awards received by the faculty:** Ph. D. 06 Nos. (2010 onwards)
- Viz. A. Borah (Botany), B.K. Saha (Zoology), P. Chakravarty (Chemistry), M.N. Thakuria (Chemistry), Mrs. A. Mech (Mathematics) and B. Choudhury (Physics).
- **Recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally:** 01
- (Dr. A. Borah has been offered Fellow of the Society by East Himalayan Society for Spermatophyte Taxonomy)

- **Incentives given to faculty for receiving state, national and international recognitions for research contributions:** Nil

3.5 Consultancy

3.5.1 Give details of the systems and strategies for establishing institute-industry interface?

The College is yet to develop any formal strategy for institute-industry interface; however financial assistance is offered by IOCL Bongaigaon Refinery (erstwhile BRPL) to the college from time to time. Recently IOCL-Bongaigaon Refinery had sanctioned Rs. 4 lakhs for the construction of central laboratory in the college during the financial year 2011-2012 vide letter No. HR:08:03:05/2011-12 dated February 3, 2012. In fact, IOCL-Bongaigaon Refinery has rendered financial support to the college from its inception.

3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?

Though the college has not stated any promotional policy for consultancy services, it encourages the faculty and staff to render their consultancy at individual level to enrich their professional skill.

3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?

The college always encourages the staff to utilize their expertise for consultancy services. The authority provides necessary leave on duty whenever asked for.

3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.

The College does not provide any institutional consultancy to generate income. However, some of the faculty members of the college share their expertise and skills in various fields with the community. A few examples are cited below:

- Dr. A. Borah (Dept. of Botany) offered services as **Project Consultant** to a project undertaken by Aaranyak (NGO recognised as SIRO by DST, Govt. of India) during 2009; He also served as **Consultant** in plantation programme of Chirang Div. of Forests, Dept. of Forest & Environment, Govt. of Assam.
- Mr. Hemanta Kr. Saud (Dept. of Economics) served as **Consultant** of Income Generating Economic Activities for rural youths, Krishi Vigyan Kendra, Kajalgaon, Chirang (Assam); **Member of Advisory Committee**, Nehru Yuva Kendra, Bongaigaon; **Member, District Disaster Respond Committee**, Bongaigaon.
- Mr. Hemanta Saud acted as the External Monitor for the Intensive Pulse Polio Immunisation Programme organized by NPSP, WHO since 2003.
- Dr. A. Borah served as member of District Level Science Exhibition Committee, Bongaigaon since 2011

3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?

The College is yet to practice the consultancy service as an income generating service.

3.6 Extension Activities and Institutional Social Responsibility (ISR)

3.6.1 How does the institution promote institution-neighbourhood- community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?

The college has been conducting some programmes and encourage faculties to participate in community works exemplified by

- Teachers (A. Borah, H. K. Saud, H. Singha) engaged in monitoring duty of Intensified Pulse Polio Immunization Programmes under National Polio Surveillance Project, WHO- Bongaigaon.
- Service offered by teachers as resource persons for programmes on Science Popularization, Environmental Awareness, Bio-diversity conservation, Scientific Temperament etc. by Assam Science Society, Aaranyak, Kalpadrum foundation, Arya Bhatta Science Centres and Govt. Departments.
- National Environment Awareness Campaign programmes on biodiversity conservation by Botany Dept. under MoEF, Govt. of India
- An awareness camp on 28th June '12 to commemorate International Day against drug abuse and illicit trafficking.
- Involvement with National Children Science Congress
- On the occasion of world AIDS Day 1st December 2011, various events like quiz, slogan and drawing competitions are organized.
- Training programme for the motivators of Voluntary Blood Donation held on 6th and 7th March '2012 conducted by Assam State AIDS Control Society. Thirteen Red Ribbon Club member of our college joined the training programme as motivators of voluntary blood donor.
- Mr. H.K. Saud explained on "Income Generation Activities in Rural Area" at District Agriculture Office, Bongaigaon on 20th Feb. 2013.
- Mr. H.K. Saud acted as resource person on the occasion of World Food Day on 19th Oct., 2013 organized by KVK, Kajalgaon, Dist. Chirang.
- Peace March for Communal Harmony in state and memorandum handed over to Honourable Governor and Chief Minister through deputy commissioner.
- Involvement of faculties with National Bamboo Mission.

3.6.2 What is the Institutional mechanism to track students' involvement in various social movements / activities which promote citizenship roles?

The college has been taking initiatives in tracking students' involvement in social activities to promote citizenship roles by the following ways:-

- Activities of NSS unit
- Involvement of students in National Environment Awareness Campaign
- Participation in Cycle rally for voters awareness
- Involvement in Chemistry and Mathematics Olympiad
- Observation of Gandhi Jayanti
- Observation of National Youth Day, Jan. 21, 2013
- Observation of Death Anniversary of renowned artist Dr. Bhupen Hazarika, and others
- Observation of National Science Day, Environment Day, Earth Day.

All the above mentioned activities are recorded in the college news letter 'DAWN'.

3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?

The following measures have been practicing for soliciting stakeholder’s perception regarding the performance and quality of the institution:

- Feedbacks are taken from the final year students just before leaving the college using specific format.
- Parent-teacher meet organized and feedbacks are received from parents.

3.6.4 How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.

The different Cells of the college organize for extension/community oriented programmes and the same has been recognized by the authority of the college. The college arranges its own resources for its annual allocation of funds for such activities. Some of the major extension programs are mentioned below:

Table 3.5: Budgetary details for extension and outreach programmes in last four years

Sl. No.	Date	Activities	Budget (in Rs.)
1.	23/4/2013	Celebration of Worlds’ Statistics Year by Dept. of Statistics	Rs. 2000/- from College fund
2.	27/10/2014 to 05/11/2014	Self-defense training to girl students of Birjhora Mahavidyalaya by Students’ Union and Career Counseling cell	Rs. 1000/- from college fund
3.	May 2014	Donation of 500 nos. of used books to Rehab India	Collected from teachers, students and non-teaching staff members
4.	Aug, 2010	Donation of dress material as flood relief to flood victims of Goalpara district	Collected from teachers, students and non-teaching staff members

3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International agencies?

The College allows and encourages participation of students and faculty in extension activities through NSS, Red Ribbon Club, Students Union Body and NGOs in events like National Integration Camp, Blood Donation Camp, Environment Awareness programme, Plantation Programme, HIV & AIDS Awareness Programme, Science Popularization, etc.

3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under-privileged and

vulnerable sections of society?

The college has been extending following activities as means of empowering underprivileged students and promotes social justice-

- Establish and Maintaining Book Bank Facility in the central library, for poor & meritorious students
- Exemption from fees related to admission, sports, library, tuition fee etc. for poor students
- Timely facilitate the sponsored scholarship schemes for under privileged students.
- Extending distance mode education services to under privileged section of the society through study centres of IGNOU, KKHSOU and IDOL of GU.
- Donation of 500 used books to Rehab India, 2013-2014
- Donation of dress material as flood relief to flood victims of Goalpara district, Aug. 2014

3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.

The objectives of the extension activities organized by the college by engaging students to inculcate and develop various skills and values like fellow feelings, national integration, good citizenship, social responsibility & values, dignity of labour, ethical, moral, community orientation, environment consciousness, holistic development etc. among the students. The expected outcomes of these activities complement students' academic experience in the following manner:

Table 3.6: List of outcome of different activities of the institution in last four years

Sl. No.	Activities	Outcome
1	Involvement with Intensified Pulse Polio Immunization Programmes	Community oriented learning experience ; integration with National Mission and state's effort for Polio Free India
2	Involvement with programmes on Science popularization, Environmental Awareness, Bio-diversity conservation, Scientific Temperament etc.	Development of Environment Consciousness, Scientific Temperament, contribution to bio-diversity conservation
3	Involvement with National Environment Awareness Campaign	Integration with National Programme and development of responsibility to community
4	Observation of International Day against drug abuse and illicit trafficking.	Development of good citizenship, contribution to create awareness against drugs & abuse
5	Involvement with National Children Science Congress	Promote scientific temperaments among children and innovation
6	Observation of World AIDS Day	Integration with National Programme, Health awareness

7	Blood group identification and Voluntary Blood Donation camp	Service to community
8	Peace March for communal Harmony	Development of good citizenship, fellow feeling, community responsibility
9	Participation in cycle rally for voters awareness	Development of good citizenship, fellow feeling.
10	Involvement in Chemistry and Mathematics Olympiad	Attraction to the field of chemistry and mathematics
11	Observation of Gandhi Jayanti; Death anniversary of renowned artist Dr. Bhupen Hazarika, and others	Dissemination of the valuable Gandhian Philosophy, Grow patriotic feelings, developing affections to art & culture of great legends

3.6.8 *How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?*

The college ensures the involvement of members of community in different outreach activities by direct communication to community leaders. The aim and objectives of the proposed activities are intimated to the community beforehand and local representatives are entrusted with the responsibility of arranging popular participation in the programmes. Logistic supports are accepted from the community.

During the observance of World Environment Day, college involves the local people in tree plantation programme in the adjoining areas.

3.6.9 *Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.*

College has forged constructive relationships with the following institutions/organizations:

National level:

- National Polio Surveillance Project- Bongaigaon Unit, WHO
- National Bamboo Mission, Aie Valley Division of Forest, Govt. of Assam
- Krishi Vigyan Kendra, Kajalgaon under Assam Agriculture University, Jorhat
- Nehru Yuva Kendra, Bongaigaon
- IGNOU, Bongaigaon Study Centre
- IOCL-Bongaigaon Refinery, Dhaligaon.

State level:

- KKHSOU study centre
- IDOL study centre
- Assam Science Society, Bongaigaon Branch
- Aaranyak (NGO recognised as Scientific and Industrial Research Organization by DST, Govt. of India)
- Dept. of Environment and Forests, Govt. of Assam, Aie valley Division of Forest, Chirang Div.
- State Health & family Welfare Department, Bongaigaon.

District level:

- Bongaigaon Zila Parishad,

- S.R. Academy, Bongaigaon
- Bongaigaon College, Bongaigaon
- Birjhora Kanya Mahavidyalaya, Bongaigaon
- Birjhora Govt. H. S. School
- Bongaigaon Sports Association

3.6.10 Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years. :

Nil

3.7 Collaboration

3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives - collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.

The college has collaboration with Research Institutes, Universities and Research Organizations. Also, faculties have been developing relationships with scientists/Faculties of different institutes. Few examples are-

- The laboratory of Physics department of the college is recognised as research lab of G.U. Dr. O. P. Sah is a recognised Ph.D. Guide of G.U.
- Dept. of Zoology conducted a national seminar in collaboration with Dept. of Zoology, G.U. on 30-31, Feb. 2012.
- The college has been performing Science Popularization Programmes and research activities with Assam Science Society since 1986 in collaborative way.
- Dr. D.C. Deka, Dept. of Botany has conducted a major project in collaboration with Prof. Dibakar Deka, Dept. of Chemistry, G.U. in 2011.
- DBT sponsored Institutional Biotech Hub (total grant Rs. 33.39 lakhs) from 2011-12 to 2013-14 conducted by Dr. D.C. Deka as Coordinator.
- Dept. of Botany has been maintaining a good relationship with Prof. Iswar Chandra Barooah, Assam Agricultural University, Jorhat, for research activities.
- Dr. R. Roy and Dr. A. Borah of Dept. of Botany has been conducting research activities in association with Aaranyak (A society for biodiversity conservation recognised as Scientific and Research Organization by DST, Govt. of India)
- The IOCL-Bongaigaon Refinery, Dhaligaon has sanctioned Rs. 4 lakhs for construction of central laboratory in the college during the financial year 2011-2012 vide letter No. HR:08:03:05/2011-12 dated February 3, 2012.

3.7.2 Provide details on the MoUs /collaborative arrangements (if any) with institutions of national importance/other universities/ industries/Corporate (Corporate entities) etc. and how they have contributed to the development of the institution:

The college has signed MoUs and collaborative arrangement with different Universities for providing distance education to the students of the college and surrounding area.

- Indira Gandhi National Open University(IGNOU),
- Krishna Kanta Handiqui State Open University (KKHSOU),
- Institute of Distance and Open Learning (IDOL), GU

3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment / creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories / library/new technology/placement services etc.

- The college has been maintaining cordial relationships with IOCL-Bongaigaon Refinery, Dhaligaon since its inception. Interaction with IOCL personalities have been done from time to time for technical, financial and educational support. In recent time IOCL - Bongaigaon Refinery has sanctioned Rs. 4 lakhs for construction of central laboratory in the college during the financial year 2011-2012.
- College itself was established by public with financial assistance from industry, business establishments as well as local people and has been always in touch with of the community in different occasions. During the year-long celebration of Silver Jubilee of the college in 2011-12, the community was involved in all events including the fund raising drive for successful completion of the celebration.
- Different schools and corporate sectors of greater Bongaigaon area are in contact and visit the college for recruitment of teachers and employees from time to time.

3.7.4 Highlighting the names of eminent scientists/ participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years.

Several eminent scientists and resource persons were invited to the college in different occasions as given below.

Table3.7: List of eminent personalities visited in the institute in last four years

Name of the scientist/ Person	Date of visit	Occasion	Topic discussed
Prof. Hiralal Duorah, Ex- VC, G.U Prof. O.K. Medhi, then VC, G.U Prof. Kulendu Pathak, former V.C., D.U.	21-22 January, 2009	Conference of Assam Science Society	General Discussion on Science Popularization
Prof. Anupam Chatterjee NEHU Prof. D.K.Sarma, GU. Dr. P.R.Bhattacharjee, Scientist- F,NEIST Prof. R.K.Bhola,GU Prof. S.K.Dutta, North Orissa University.	30-31 Jan, 2012	National seminar	Recent Research Thrust in Biodiversity conservation – North East India: A Hotspot Biodiversity
Mr Rezwan Hussain	26 th & 27 th Feb'2013	Workshop of Biotech Hub	Techniques in Molecular Biology
Prof. D.P.	19-20 Jan.,	Silver Jubilee	Higher education scenario

Baruah, Former Vice Chancellor of Gauhati University	2012	celebration	of Assam and its future
Mr. Phanindra Kumar Deb Choudhury, eminent litterateur	19 th Jan'2012	-do-	“Bignyanor Swarga aru Bhabar Narak” (Assamese)
Prof. Bhagawat Pran Duorah, Dept. of Geology, G.U.	28 th Nov'2011	Invited Lecture	Earthquake preparedness in North-East India –present scenario

3.7.5 *How many of the linkages/collaborations have actually resulted in formal MoUs and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated -*

- a) Curriculum development/enrichment: **NA**
- b) Internship/ On-the-job training: **NA**
- c) Summer placement: **Nil**
- d) Faculty exchange and professional development: **Nil**
- e) Research: **Nil**
- f) Consultancy: **Nil**
- g) Extension:
- h) Publication: **Nil**
- i) Student Placement: **Nil**
- j) Twinning programmes: **Nil**
- k) Introduction of new courses: Courses through study centres of IGNOU, KHSOU, IDOL of G.U.
- l) Student exchange: **Nil**
- m) Any other: **Nil**

3.7.6 *Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/ collaborations.*

The college authority encourages linkages and collaborations with various organizations and bodies for all round development of the college. The post-accreditation period witnessed an impetus in this direction although no claim may be made for remarkable achievement.

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities:

4.1.1 *What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?*

Birjhora Mahavidyalaya is a single stream college. It provides science education in under graduate level. Though the college is a small college having around 500 students, but the college is always keen to provide adequate modern infrastructure for the ever expanding domain of modern education system. The college has a well-defined policy of augmenting infrastructural facilities as a catalyst for ensuring academic excellence. Within the limited funding opportunities the college has been striving to create and enhance infrastructure since its inception. Constant and proper monitoring of infrastructure has helped the optimal usage of the existing facilities. For example, very often Physics, Botany, Zoology and Statistics Department use their departmental laboratories for taking theory classes so that teacher can demonstrate the scientific instruments and other facilities available in the laboratory. It helps the students to understand the subject matter clearly.

4.1.2 *Detail the facilities available for*

a) Curricular and co-curricular activities:

1. Number of Classrooms:	13
2. Technology enabled learning spaces:	2
3. Seminar Hall:	1
4. Laboratories:	16
5. Botanical Garden:	1
6. Museum of Native Fish and Fauna:	1
7. LCD Projectors:	6
8. Over Head Projector	6
9. Orchidarium	1
10. Green Board.	13

b) Extra-curricular activities:

1. Playground (Mini):	2
2. Multigym:	1
3. Indoor Stadium:	MOU with Chilarai Indoor Stadium.
4. Public Speaking facilities:	2
5. All necessary musical instruments	

4.1.3 *How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution/ campus and indicate the existing physical infrastructure and the future planned expansions if any).*

Birjhora Mahavidyalaya is situated in sub hilly area. Though the college has 50 bighas (16.529 acre) of land, approximately 90% of the area falls in the hills. The college has meticulously planned optimum utilization of the limited plains land for infrastructure development to facilitate the ever increasing teaching-learning requirement. Again the college has been encouraging multi-storied RCC structures rather than the Assam-Type (Single Storied) buildings in the hilly region.

Fig: Master Plan of Birjhora Mahavidyalaya

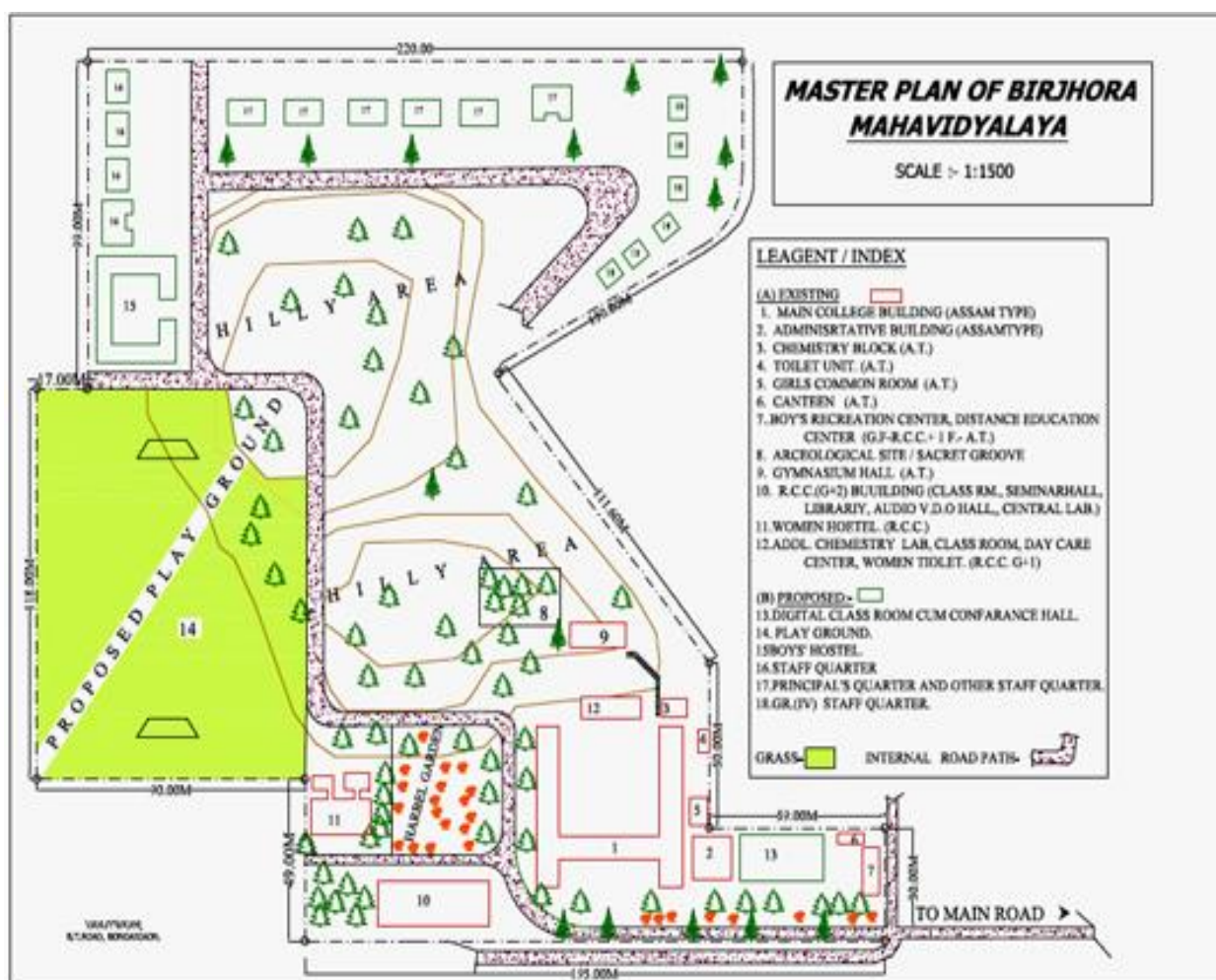


Table 4.1: Facilities developed/augmented and the amount spent during the last four year

YEAR	FACILITIES	AMOUNT	SOURCE
2010-2011	a) Expansion of cycle stand b) Renovation of Classroom, Physics lab, Botany Lab and Boys' Common Room	Rs. 10,000/ Rs. 65,000/-	College: General Fund College: General Fund; Biotech Hub Fund (DBT)
2011-2012	a) Construction started for Women's Hostel b) Start construction of 5 Component multi-storied building	Rs. 43,65,549/ Rs. 22,01,208/-	UGC UGC
2013-2014	Construction started on the top floor of North Block	Rs. 10,00,000/-	College's share of the IDOL study centre
2013-2014	Construction of the Central Laboratory	Rs. 7,00,000/-	Partly from Biotech Hub Fund (DBT); partly from IOCL (BGR)

4.1.4. *How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?*

The college provides the basic minimum facilities for the physically disabled students such as ramp for easy access to classrooms, medical facilities etc. No differently able students have been admitted in the college so far; if admitted, all infrastructural facilities will be provided to them.

4.1.5 *Give details on the residential facility and various provisions available within them:*

- **Hostel Facility:** 30 seats (Only for female students).
- **Recreational facilities** Teachers' Common Room, Boys' Common Room and Girls' Common Room.
- **Gymnasium:** 1 (One).
- **Internet facilities:** For students: In the Central Library. For teachers: Both in the Central Library and Departments.
- **Safe Drinking water:** Safe drinking water available in the college canteen & Girls' and Boys' Common Room.

4.1.6 *What are the provisions made available to students and staff in terms of health care on the campus and off the campus?*

The college puts up different efforts in order to provide its staff and students with different facilities for health support.

- **First Aid Box:** There is a first aid box for minor accidents within the college campus.
- **Facility for Physical Fitness:** There is a specific room with equipments for Gymnasium.
- **Doctor on Call:** Medical Practitioner visits the college on call for providing necessary advice to the needy students.
- **Sickroom during Examination:** Special arrangements like 'Sick Room' or 'Sick Bed' is made for the sick candidates in every examinations held in the college.
- **Expenditure for Treatment:** College bears the expenditure treating the students who got injury while taking part in the annual sports meet or representing college in any sports event.
- **Eye Check-up Camp:** Special camps are organised from time to time for free Eye Check-up of the student and staffs.
- **Group Health Insurance:** Group Insurance is done for each students at a nominal Annual Premium of Rs. 70/- only.
- **Free Health Check-up:** Free health check-up camp along with health awareness camp is organized in the college campus from time to time. Retired medical practitioners and medical staff of nearby private hospital take part in the programmes organized by the college.

4.1.7 Give details of the Common Facilities available on the campus:

The following are the common facilities available on the campus:

- a. Library
- b. Canteen
- c. Recreational spaces for staff and students
- d. Safe drinking water
- e. Indoor Sports facility
- f. internet facility for staff members and students.
- g. Wash basin and toilet facility
- h. Parking Space for students and teachers
- i. Mini Playground
- j. Orchidarium
- k. Power Generator
- l. Multigym.
- m. Central Laboratory.
- n. Botanical garden.
- o. Computer centre.
- p. Waiting Shed

4.2 Library as a Learning Resource:

4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?

Birjhora Mahavidyalaya Central Library has an Advisory Committee with the following composition:

- Chairperson: Principal
Convenor: Librarian
Member: One faculty member of each department.
(Total 7 members.)

To make the library as user friendly, the library committee takes some significant initiatives as follows:

- Library Automation by SOUL 2.0
- Book-bank facilities for poor and meritorious students.
- Subscription of Books.
- Subscription of Periodicals.
- Improvement of all round development of library and its necessary infrastructure.
- For technology development.
- To protect the library property (e.g. Use of close circuit camera)

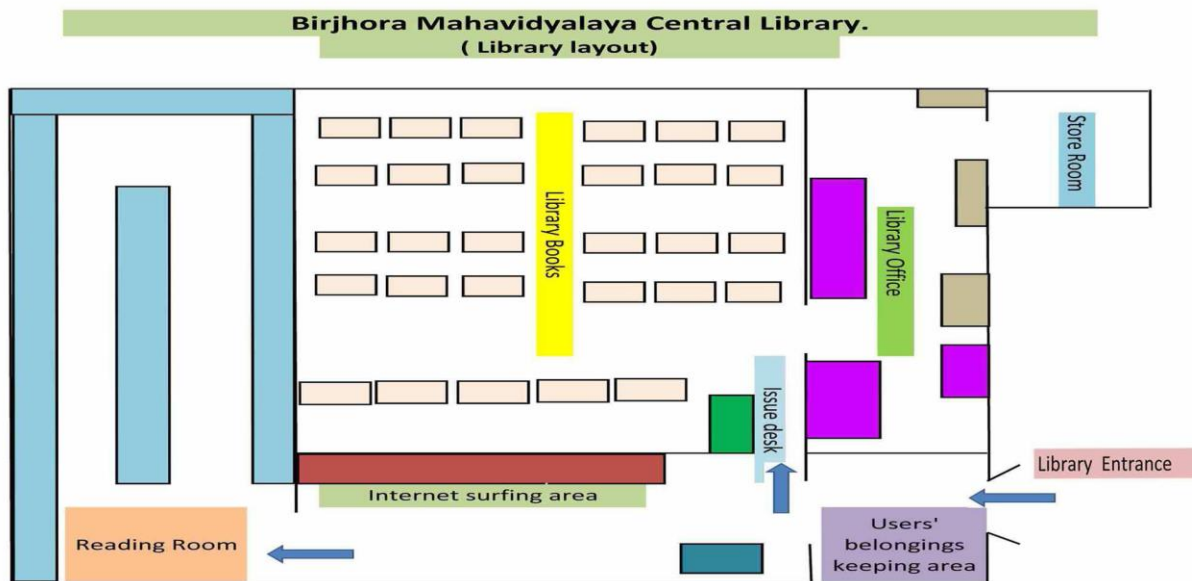
4.2.2 Provide details of the following:

- **Total area of the library (in Sq. Mts.):** 181.14 sq. Mts.
- **Total seating capacity:** 60
- **Working hours:**

Table 4.2: Library working hours

	FROM	TO	TOTAL
On working days	9AM	5 PM	8 HOURS
On Holidays	Central Library remain close on college holidays and Sundays		
Before examination days	9AM	5 PM	8 HOURS
During examination days	9AM	5 PM	8 HOURS
During vacation	9-30AM	5 PM	7.5 HOURS

- **Layout of library (Individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessioning e-resources).**
- **relaxed reading, IT zone for accessioning e-resources).**



4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

Table 4.3: Library book details

Library holding nos.	2010-2011		2011-2012		2012-2013		2013-2014	
	Total Cost (Rs.)	Nos	Total Cost (Rs.)	Nos.	Total Cost (Rs.)	Nos.	Total Cost (Rs.)	Nos.
Text Books	63,572/-	242	19,007/-	53	4722/-	11	48328/-	143
Reference Books	---	---	5,517/-	10	1135/-	42	48069/-	260
Journals/ periodicals	5,560/-	8	5,644/-	9	4,944/-	8	8,090/-	11
e-resource	---	---	---	---	---	---	---	---
Any other (Specify) News Paper	6,411/- 4 News Papers							

To ensure purchase and use of current titles, print and journals and other reading materials the Library Advisory Committee, with the help of the teachers, place orders on the basis of the brochures and catalogues collected from different publishing houses. Library Advisory Committee gives priority to purchase the books as per demands of students and teachers.

4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

Birjhora Mahavidyalaya Library has deployed the following ICT and other tools for maximum access to the library collection.

- OPAC----- Recently started.
- E-journal----- Under N-LIST,INFLIBNET Centre.
- Library automation----- Automated by using SOUL 2.0
- Total No. of computers for public access----- 4 Nos.
- Total No. of Printers for public Access----- 1 No.
- Internet Bandwidth speed----- 100MBPS
- Participation in resource sharing networks/consortia--Registered with N-LIST of INFLIBNET
- Reprography ----- 1 No.

4.2.5 *Provide details on the following items:*

- Average number of walk-ins : 51.67 per day
- Average number of books issued/returned: 2.4/day
- Ratio of library books to students enrolled: 20:1
- Average number of books added during last three years: 173/ year
- Average number of login to OPAC Recently introduced
- Average number of login to e-resources:
- Average number of e-resources downloaded/printed: 10 per day
- Number of information literacy trainings organized: Once in a year
- Details of “weeding out” of books and other materials: 1500

4.2.6 *Give details of the specialized services provided by the library*

- Reference: Yes
- Reprography: Yes
- ILL (Inter Library Loan Service): No
- Information deployment and notification
(Information Deployment and Notification): Yes
- Download: Yes
- Printing: Yes
- Reading list/ Bibliography compilation: Yes
- In-house access to e-resources: No
- User Orientation and awareness: Yes
- Assistance in searching Databases: Yes
- INFLIBNET/IUC facilities: Yes

4.2.7 *Enumerate on the support provided by the Library staff to the students and teachers of the college.*

Library staff helps students and teachers in various ways some of which are given below:

- (a) Provided information to the library resources to fresh students and newly appointed teaching and non teaching staff.
- (b) Helps in searching and borrowing books and journals.
- (c) Helps students in internet surfing (who are novice in this field).
- (d) Helps in down loading study material and printing of down loaded materials.
- (e) Xeroxing.

4.2.8 *What are the special facilities offered by the library to the visually/physically challenged persons? Give details.*

The college library doesn't have any special facilities for visually/physically challenged persons. But the library as well as the college staff is always ready to provide helping hand towards the visually/physically challenged persons. In the library, the library staff helps physically challenged persons in searching library books and journals, internet surfing etc. Since the college is a science college and laboratory practical is a major part of the syllabus therefore visually challenged persons

are not able to pursue under graduate science programme. The college library doesn't have any books or journals for visually challenged persons.

4.2.9 Does the library get the feedback from each user? If yes, how is it analysed and used for improving the library services. (What strategies are deployed by the library to collect from users? How is the feedback analysed and used for further improvement of the library services?)
No.

4.3 IT Infrastructure:

4.3.1. Give details on the computing facility available (hardware and software) at the institution.

- Number of computers with Configuration:

Total no. of desktop computers	:	49
Total no. of Laptop Computers	:	10
Total no. of Printers	:	17
Total no. of scanners	:	2

Table 4.4: Computer configuration of office

Administrative Block	No. of Desktop computer	Configuration	No. of Laptops	Configuration	No of printers	No. of scanners
Principal	---	---	1 No.	Lenovo20022, HDD360G.B., CPU-Pentium (R) Dual Core, RAM-3G.B.	1 No.	1 No.
Coordinator, NAAC	1 No.	CPU- Pentium 4 RAM-246,HDD-80G.B, Cabinet – Compaq, Monitor - AOC	1 No.	Lenovo,HDD-500G.B.,CPU-Intel(R) Pentium 2.40GhzRAM-2G.B	1 No.	---
Senior Administrative Asstt.	2Nos	1.CPU- Pentium (R)DualCore,RAM2G.B,HDD-80 G.B. Monitor-AOC, CabinetAc. 2.CPUIntel Pentium III, HDD-500 G.B.,RAM2G.B., MonitorLenovo, Cabinet- Lenovo.	---	---	1 No.	---
Administrative Block	No. of Desktop computer	Configuration	No. of Laptops	Configuration	No of printers	No. of scanners

Junior Administrative Asstt.	3Nos	1.CPU- Pentium II,HDD500G.B., RAM2G.B.,MonitorWipro,Cabint-Wipro 2.CPU-i3 Intel(R)Core3.30 Ghz, HDD- 500 G.B.,RAM2G.B., Monitor-Lenovo, Cabinet- Lenovo, 3.CPUAMDalthon,HDD160G.B,RAM-2G.B., Monitor-HCL, Cabinet – HCL.	---	---	2 No.	---
Examination Branch	1 No.	CPU- Pentium III, HDD- 260.G.B, RAM- 1.GB, Monitor- ASUS	---	---	1 No.	---
Coordinator, Remedial Course	1 No.	CPU- INTEL Dual Core,HDD- 320G.B. RAM- 1 G.B Monitor – Asus,Cabinet- M Express	---	---	---	----
Administrative Block	No. of Desktop computer	Configuration	No. of Laptops	Configuration	No. of printers	No. of scanners
Biotech Hub	1 No.	CPU INTEL Pentium R CPU2. 70 GHz,HDD- 500G.B. RAM- 2 G.B Monitor – Dell	---	---	---	----
Career Counselling	1 No.	CPU- INTEL PentiumIII,HDD- 260G.B. RAM- 2 G.B Monitor – Dell	---	----	----	----
Total	10 Nos.	----	2 Nos.	----	6 Nos.	1 No.

Table 4.5: Computer configuration of library

LIBRARY	No. of Desktop computer	Configuration	No. of Laptops	Configuration	No of printers	No. of scanners
Librarian	1 No.	1.Hp Compaq HDD-260 G.B. CPU-Pentium RD 2.66 Ghz, RAM- 1 G.B. Monitor- hp.	1 No.	Lenovo,HDD500G.B.,CPUIntel(R)Pentium 2.40 Ghz RAM- 2G.B	1 No.	----
Internet surfing (For Teachers')	2Nos.	1. HDD- 260 G.B. CPU-Intel R Pentium, RAM- 1 G.B. Monitor-hp, Cabinet-Compaq 2. HDD- 260 G.B. CPU-Intel R Pentium, RAM- 1 G.B. Monitor-hp, Cabinet-Compaq	----	----	----	----
Internet Surfing (For students')	3Nos.	1.HpCompaqDeskto, HDD- 260 G.B. CPU-Intel Pentium III, RAM- 1 G.B, Monitor- Compaq, 2. Hp Compaq HDD-360 G.B. CPU-Pentium Dual Core, RAM- 1 G.B. Monitor- Compaq. 3.Hp Compaq HDD-360 G.B. CPU-Pentium Dual Core, RAM- 1 G.B. Monitor- Compaq.	----	----	----	----
	6 Nos.	----	1 No.	----	1 No.	----

Table 4. 6: computer configuration of departments

Department	No. of Desktop computer	Configuration	No. of Laptops	Configuration	No of printers	No. of scanners
Botany	1 No.	CPU Intel Celeron ,HDD-40 G.B, RAM 1G.B., Monitor AOC, Cabinet –Intex,	1 No.	Lenovo, HDD-500 G.B.,CPU-Intel(R)Pentium 2.40 Ghz RAM-2G.B	1 No.	---
Chemistry	1 No.	CPU- Pentium (R) Dual Core, HDD500G.B.,RAM- 2 G.B. Monitor- Lenovo	1 No.	Lenovo, HDD-500 G.B.,CPU-Intel(R)Pentium 2.40 Ghz RAM-2G.B	1 No.	---
Economics	----	---	1 No.	Lenovo, HDD-500 G.B.,CPU-Intel(R)Pentium 2.40 Ghz RAM-2G.B	1 No.	----
English	---	----	1 No.	Lenovo, HDD-500 G.B.,CPU-Intel(R)Pentium 2.40 Ghz RAM-2G.B	----	----
Information Technology	---	---	2 Nos.	Dell Inspire 1525,CPU INTELDualCore HDD160G.B. RAM- 1 G.B	---	---
Mathematics	----	----	1 No	Lenovo, HDD-500 G.B.,CPU-Intel(R)Pentium 2.40 Ghz RAM-2G.B	2 Nos.	----

Department	No. of Desktop computer	Configuration	No. of Laptops	Configuration	No of printers	No. of scanners
Physics	1 No.	CPU- Intel Dual Core,HDD360G. B., RAM- 1 G.B. Monitor-Compaq, Cabinet- Compaq	1 No.	Lenovo, HDD-500 G.B.,CPU- Intel(R)Pentium 2.40 Ghz RAM-2G.B	1 No.	---
Statistics	1 No.	CPU- Intel Pentium III, HDD- 500G.B., RAM- 2 G.B. Monitor- Lenovo, Cabinet- Lenovo	1 No.	Lenovo, HDD-500 G.B.,CPU- Intel (R)Pentium 2.40 Ghz RAM-2G.B	1 No.	---
Zoology	1 No.	CPU- AMD Sempron, HDD-40 G.B., RAM- 2 G.B. Monitor- AOC	1 No	Lenovo, HDD-500 G.B.,CPU- Intel(R)Pentium 2.40 Ghz RAM-2G.B	1 No	---
Total	4 Nos.	----	7Nos.	----	7Nos	---

Table 4.7: No. of computers available in different departmental Laboratory

Departments	No. of Desktop computer	Configuration	No of printers	No. of scanners
Information Technology LAB-I	10 Nos	1.Lenovo Branded (Model No- 10093) CPU-i3, RAM- 2 G.B, HDD- 500G.B, Monitor – Lenovo. 2. Lenovo Branded (Model No- 10093) CPU-i3, RAM- 2 G.B, HDD- 500G.B, Monitor – Lenovo 3.Lenovo Branded (Model No- 10093) CPU-i3, RAM- 2 G.B, HDD- 500G.B, Monitor – Lenovo. 4. Lenovo Branded (Model No- 10093) CPU-i3, RAM- 2 G.B, HDD- 500G.B, Monitor – Lenovo 5.CPU- Intel Celeron 1.8 GHz, HDD- 160 G.B, RAM- 1G.B., Cabinet – ibol,Monitor AOC, 6.CPU- Intel Celeron 1.8 GHz, HDD- 160 G.B, RAM- 1G.B., Cabinet – ibol,Monitor AOC, 7.CPU- Intel Celeron 1.8 GHz, HDD- 500 G.B, RAM- 1G.B., Cabinet – ibol,Monitor Acer, 8.CPU- Intel Celeron 1.8 GHz, HDD- 160 G.B, RAM- 1G.B., Cabinet – ibol, Monitor Acer, 9.CPU- Intel Celeron 1.8 GHz, HDD- 160 G.B, RAM- 1G.B., Cabinet – ibol,Monitor AOC, 10.CPU- Intel Pentium IV, HDD- 80 G.B, RAM- 246MB., Cabinet – Compaq,Monitor AOC.	---	1 No.
Information Technology LAB-II	5 Nos.	1.CPU- Intel Celeron, HDD- 60 G.B, RAM- 1G.B., Cabinet – ibol, Monitor HP, 2.CPU- Intel PentiumR4CPU, HDD- 40 G.B, RAM- 224M.B.,Monitor Acer, Cabinet – Zenith 3.CPU- Intel PentiumR4CPU, HDD- 40 G.B, RAM- 224M.B., Monitor Acer, Cabinet – Intex 4.CPU- Intel Celeron,HDD- 160 G.B, RAM- 1G.B., Monitor Acer, Cabinet – ibol, 5.CPU- Intel Celeron,HDD- 160 G.B, RAM- 1G.B., Monitor Acer,Cabinet – ibol,	----	---
Departments	No. of Desktop computer	Configuration	No of printers	No. of scanners

Mathematics Computer LAB.	2 Nos.	1CPU- Intel Celeron, HDD- 60 G.B, RAM- 1G.B., Cabinet – ibol, Monitor HP, 2.CPU- Intel PentiumR4CPU, HDD- 40 G.B,	---	---
Physics Computer LAB.	6 Nos.	1.CPU- Intel Dual Core, RAM- 1G.B., HDD- 320 G.B., Monitor- Compaq Model- CQ- 3520IX 2. CPU- Intel Dual Core, RAM- 1G.B., HDD- 320 G.B., Monitor- Compaq Model- CQ- 3520IX 3. CPU- Intel Dual Core, RAM- 1G.B., HDD- 320 G.B., Monitor- Compaq Model- CQ- 3520IX 4. CPU- Intel Dual Core, RAM- 1G.B., HDD- 320 G.B., Monitor- Compaq Model- CQ- 3520IX 5. CPU- Intel Dual Core, RAM- 1G.B., HDD- 320 G.B., Monitor- Compaq Model- CQ- 3520IX 6. CPU- Intel Dual Core, RAM- 1G.B., HDD- 320 G.B., Monitor- Compaq Model- CQ- 3520IX.	---	---
TOTAL	23Nos.	---	Nil	1 No.

Table 4.8 No. of computers available in different study centres of Open Universities.

Study Centre of Open University	No. of Desktop computer	Configuration	No. of Laptops	Configuration	No of printers	No. of scanners
Coordinator, IGNOU Study Center	1 No.	CPU- Pentium Dual Core, HDD- 160 G.B. RAM- 1G.B Monitor – HCL	---	---	1No	---

Coordinator, IDOL Study Center	1No	CPU-Pentium Dual Core, HDD- 160 G.B. RAM- 512 M.B Monitor – Samsung Cabinet- Wipro	---	---	---	---
Coordinator, KKHSOU Study Center	1 No.	CPU- Pentium III, HDD- 260.G.B, RAM- 1.GB, Monitor- hp, Cabinet- Hp	---	---	1 No	---
TOTAL	3 Nos.	----	---	---	2 Nos.	---

- Computer –student ratio 1:10
- Stand alone facility Nil
- LAN facility Yes; in Information Technology Laboratory and in Physics Laboratory
- Wifi facility Limited in IT Department and library
- Licensed software 2
- Number of nodes/ computers -- Library: 6 Nos. , Others----9 (Office and Academic Departments) with Internet facility

4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?

Almost all the departments of the college are connected under NME-ICT project. Faculty members can access internet in their departmental rooms, computer labs and Central Library. Students can access internet in the Central Library and also in the IT laboratory.

4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

As a part of modernization of the IT infrastructure of the college, the college has a plan to provide high speed internet facility in all the departments and also in the Central Library. Further the

college will upgrade the IT Laboratories, Physics Laboratories and Mathematics Laboratories by increasing the number of computers and other necessary infrastructures in near future.

4.3.4 *Provide details on the provision made in the annual budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)*

Table 4.8 Budget on different heads

YEAR	BUDGET				REMARKS
	PROCUREMENT	UPGRADATION	MAINTENANCE	TOTAL	
2009-2010	Rs.72535.00	-----	-----	Rs.72535.00	
2010-2011	-----	-----	Rs. 7000.00	Rs. 7000.00	
2011-2012	Rs.91818.00	-----	-----	Rs.91818.00	
2012-2013	Rs. 448370.00	Rs. 117909.00	-----	Rs.566289.00	

4.3.5 *How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students?*

- The college office is fully automated. The admission, fee collection is done with college automation software.
- The institution is tied-up with Local IT firms to maintain the college automation software annually.
- Faculty members as well as students have the opportunity to use the LCD projector.
- The institution is having e-library to access the latest journals and study materials by the students and faculty members.

4.3.6 *Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching- learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.*

Being the student centric institution, college has always been keeping the students at the centre of the teaching learning process. The Vision and Mission of the institution have always been to provide holistic education to its students. As the teachers have to be reoriented from time to time for improving the teaching learning process, use of technology has become an essential part in imparting quality education. The institution encourages the staff to undergo training on the computer-aided teaching and training. Well-equipped computer Labs and LCD projector, Over Head Projector are available to the faculty for computer aided teaching. The computer facility is always

available for any need based assistance in the use of ICT. These facilities help the students to become the facilitator for their teachers.

College had applied for Government Assistance for setting up digital classroom and digital library in the college. Assam Government has sanctioned and amount of Rupees One Crore for the project which will be implemented very soon.

4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?

The college has twelve Broad Band connections provided by BSNL India under the scheme of National Mission on Education through Information and Technology (NME-ICT) of Ministry of Human Resource Development, Govt. of India.

The affiliating university (Gauhati University) has recently got the connectivity of the National Knowledge Network. It has not given the connectivity to its affiliated colleges.

Data Capture Format (DCF- II) is submitted online to www.aishe.gov.in as directed by the affiliating University and the Directorate of Higher Education, Govt. of Assam. Already DCF – II for the sessions of 2010-2011, 2011-2012, 2012-2013 and 2013-14 are submitted.

4.4 Maintenance of Campus Facilities:

4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?

Birjhora Mahavidyalaya allocates sufficient fund for infrastructure development. Decisions are taken by the relevant committee and approved by the Governing Body and ensure optimal allocation and utilization of the financial resources. The college has to depend on the UGC grant, occasional Govt. aid and Development fund created with the fees taken from the students for maintenance and upkeep of the building. Money is spent according to the necessity and the availability of fund.

As and when the college receives funds from the UGC and other agencies and also from self generation, fund is allocated on different heads as given below for procurement, maintenance and upkeep of the existing facilities on priority basis. The purchase and construction committee which are comprises with member from teaching and non teaching staff and GB members monitors and ensures optimum utilisation of its existing resources.

Table 4.9 Budget allocation for different infrastructural heads in last 4 years

Sl. No.	Item	2009-2010	2010-2011	2011-2012	2012-2013
1	Building	Rs. 1,68, 561/-	Rs. 5, 14, 988/-	Rs. 23, 89, 654/-	Rs. 28, 34, 534/-
2	Furniture	Rs. 45, 020/-	Rs. 6, 931/-	Rs. 97, 605/-/-	Nil

3	Equipment	Rs. 2,13, 579/-	Rs. 52, 216/-	Rs. 24, 98, 896/-	Rs. 21, 29, 724/-
4	Computers	Rs. 32, 690/-	Rs. 7, 000/-	Rs. 41, 818/-	Rs. 1, 50, 000/-
5	Vehicles	Nil	Nil	Nil	Nil
6	Any other (Academic Infrastructure)	Rs. 5, 62,661/-	Rs. 7, 73, 812/-	Rs. 15, 84, 049/-	Rs. 29, 97, 765/-

4.4.2 *What are the institutional mechanisms for maintenance and upkeep of the Infrastructure, facilities and equipment of the college?*

Annual maintenance and repair of the infrastructure is taken care by the college in a systematic manner. The college has a Purchase and Construction Committee which looks after the needs in respect of various construction works as well as maintenance of the existing facilities with the approval of the College Governing Body.

The college has some staff appointed for the maintenance and upkeep of the infrastructure, facilities and equipments of the college. They are:

- A cleaner.
- A part time gardener to take care of the campus garden.
- Electricians, plumbers, carpenters and painters are engaged almost on a regular basis for proper maintenance of the infrastructures.
- Apart from them, the college hires daily labourers frequently for keeping the campus and the buildings clean and tidy.
- The college has a team of qualified technical staff for maintaining computers and networking facilities.

Since maintenance is a part of monthly expenditure a separate fund is not allocated.

4.4.3 *How and with what frequency does the institute take up calibration and other precision measures for the equipment/instruments?*

The department concerned take up calibration and other precision measures for equipment and instruments as and when necessary.

4.4.4 *What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?*

The college, in the recent times, has taken several significant steps for the upkeep and maintenance of sensitive equipments.

In 2011, the college installed a 100 KVA Transformer in the college campus in order to do away with the problem of voltage fluctuation in the campus.

For voltage fluctuation and for constant supply of water, the college has the provision of power back up, on-line power supply, own electric substation and over head tank with submersible water pump. The college has two portable Generator Sets (Honda), two 25 KVA Generators and Inverter facilities for some key departments and administrative units to be used in case of power failure.

Any other:

- The location of the college is on the foothill. Therefore, it has to make plan strategically for any kind of expansion. However, the college has prepared a Master Plan for future infrastructural expansion.
- There is a proposal for a Boys' Hostel in the college premises.
- There is also a proposal for a full fledged auditorium in the college.
- As far the infrastructure of the college is concerned the impending agenda of the college is to construct a state-of-the-art digital class room building in the college campus. The process has already been started.

CRITERION V: STUDENT SUPPORT AND PROGRESSION

5.1 Student Mentoring and Support:

5.1.1 Does the institution publish its updated prospectus/handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

The College updates and publishes the prospectus annually. It highlights all the course options, subject combinations, course structure for every subject, fees structure and all other co-curricular activities and facilities available to a student on admission. The prospectus also provides general information about the college, the names of the faculty in various departments and members of different bodies in the college, the academic calendar and general norms of the College. The institution ensures its commitment through the participation of all the departments. All the departments contribute by way of suggestions, correction and review of the prospectus book from time to time. The students are made conscious of the general rules and regulations through the orientation programme conducted at the beginning of the session.

5.1.2 Specify the type, number and amount of institutional scholarships / free ships given to the students during the last four years and whether the financial aid was available and disbursed on time?

Apart from the government scholarships, the institution felicitates and gives monetary awards to all the 1st rank holders of the College in the university examination. The College also awards scholarships (fee waiver) to those who secure the highest marks in each class during their study in the College. Besides these, the College assists economically weak students on a case-by-case basis.

The Department of Zoology has instituted a departmental cash award of Rs.1000/ each for outstanding students of the B. Sc 6th Semester having zoology Major from the current session.

Table 5.1 Scholarship awarded to students by Government

YEAR	TYPE OF SCHOLARSHIPS					TOTAL NO.	TOTAL AMOUNT Rs.
	S.T	S.C	O.B.C	Minority	UGC Merit Stipend		
2010-11	19	17	Nil	Nil	06	42	1,65,110/
2011-12	20	Nil	46	Nil	Nil	66	2,32,268/
2012-13	Nil	Nil	Nil	Nil	06	06	30,000/
2013-14	37	Nil	25	Nil	Nil	62	2,57,590/

5.1.3 What percentage of students receives financial assistance from State government, Central government and other National agencies?

The number of students who received the government scholarships is listed in the table:

Table 5, 2 students receives financial assistance from State government

Year	Total no. of Students admitted	Total no. of students receives financial assistance	% of students
2010-11	282	42	14.89
2011-12	314	66	21.01
2012-13	353	06	1.69
2013-14	417	62	14.86

5.1.4 What are the specific support services/facilities available for

- **Students from SC/ST, OBC and economically weaker sections:**

The students from these categories receive a variety of Government and College scholarships and book grants. The college conducts various academic and soft skill programmes at very nominal rates, e.g., Introduction to IT, Communication Skills, Personality Development, Spoken English, etc. which empower the students. Whenever required the college also waives the courses fee for deserving students.

- **Students with physical disabilities:**

The College provides facilities such as ramps to the main building and a wheel chair to make movements more comfortable for the physically handicapped one.

- **Overseas students:**

The college welcomes overseas students. The overseas students are expecting mainly from the nearby SAARC countries like Myanmar, Bhutan, Nepal, and Bangladesh. The fee structure for these students is the same as for others.

- **Students to participate in various competitions/National and International:**

The college encourages students to participate in various competitions (Sports & Games, literary events, etc.) at all levels by providing those concessions in terms of attendance and flexibility in the evaluation process. The college also arranges coaching and bears financial expenses as required.

Table 5.3 Students to participate in various competitions/National and International:

Sl. No.	Name of the Student	Competition	Level	Event	Prize	Year
1	Pragyan Jyoti Nath	Nepal Shito-Ryo Karate Association	International	Karate	2 nd Place	2014
2	Pragyan Jyoti Nath	Kanshinki International Kararate-Do union India	National	Karate	Black Belt Diploma	2012
3	Rangman Das	Inter College Youth Festival Abhayapuri	Intercollegiate	Bishnu Rabha Sangeet	1 st prize	2013
4	Rimpi Das	Inter College Youth Festival Abhayapuri	Intercollegiate	Javelin Throw	2 nd Prize	2013

5	Phulmani Singha	Inter College Youth Festival Abhayapuri	Intercollegiate	400 metre Race	3 rd Prize	2013
6	Phulmani Singha	Inter College Youth Festival Abhayapuri	Intercollegiate	100 metre Race	3 rd Prize	2013
7	Phulmani Singha	Inter College Youth Festival Abhayapuri	Intercollegiate	200 metre Race	3 rd Prize	2013
8	Rimpi Das	Inter College Youth Festival Abhayapuri	Intercollegiate	Discus Throw	3 rd Prize	2013
9	Rangman Das	Inter College Youth Festival Abhayapuri	Intercollegiate	Music	Best Singer	2013
10	Rangman Das	Inter College Youth Festival Abhayapuri	Intercollegiate	Jyoti Sangeet	1 st Prize	2013
11	Rangman Das	Inter College Youth Festival Abhayapuri	Intercollegiate	Lokgeet	3 rd Prize	2013
12	Rangman Das	Inter College Youth Festival Abhayapuri	Intercollegiate	Bhupendra Sangeet	1 st prize	2013
13	Gitartha Kr Chakravarty	State Level Inter College Competition Pandu College Guwahati	Intercollegiate	Essay Writing	1 st prize	2012
14	Gitartha Kr Chakravarty	State Level Inter institute Competition ,Bongaigaon Polytechnic	Intercollegiate	Quiz Competition	4 th prize	2012
15	Gitartha Kr Chakravarty	State Level inter college State Fire Service	Intercollegiate	Essay competition	3 rd prize	2012
16	Gitartha Kr Chakravarty	Late Bhabendra Nath Saikia Memorial Essay competition	International	Essay competition	3rd prize	2012
17	Jatra Nath	All Assam Seishinaki Shito Ryu Karte Organization, Karate Competition	National	Karate competition	Bronze medal	2014

Medical assistance to students: health centre, health insurance etc.:

The college has a First Aid box fully equipped with first aid kits. Bongaigaon District Hospital 200 bedded is situated near the college. The O.P.D centre of Lower Assam Hospital (Private) is situated in front of our college.

Special arrangements like Sick Room 'or 'Sick Bed' is made available for the sick candidates in every examinations held in the college.

- **Organizing coaching classes for competitive examinations:**

Coaching classes for competitive examinations have not been activated in the college; however the Career Guidance and Counseling Cell offers support services in this regard including relevant lectures by resource persons.

- **Skill development (spoken English, computer literacy, etc.):**

Spoken English and computer literacy courses are arranged for teachers and students from time to time.

Support for "slow learners":

Slow learners are given special support through UGC Remedial classes conducted by faculty of the different departments. Frequent assignments and class tests are conducted to assess the students' understanding and progress.

Exposures of students to other institution of higher learning/ corporate/ business house etc.

- a) The different departments of the college organize State level and National level seminars, study tours, field trips and industrial and institutional visits within and outside the state.
- Eminent resource persons from different fields are invited to deliver lectures to students on selected topics and themes relevant to their course of studies. These enable the students to take interest and work towards higher studies and research.
 - **Publication of student magazines:**

The College publishes a magazine titled "PURBAKASH" since 1992 where students are given the opportunity to contribute their creative writing abilities. In other departments, such inputs are encouraged through wall magazines and charts which contain information relevant to that department and are of interest to the student community at large. "Thought of the day" board is maintained regularly under the guidance of the faculty Dr. N. Baruah. Six monthly news bulletin 'DAWN' is published regularly.

5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills among the students and the impact of the efforts.

The efforts made by the college are: industrial visits organised by departments and popular talks given by successful entrepreneurs. To assess a student's aptitude for entrepreneurship free counselling is given by a professional counsellor. Though the college maintains no official record of students who have become entrepreneurs, personal and informal information suggest that the entrepreneurship programmes do have the desired impact.

5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.

The college encourages participation of students in the various extracurricular and co-curricular activities by providing the participating students with the following incentives:

Additional academic support, flexibility in examinations:

- Special admission in the sports quota are available for sports persons as per Department of Higher Education, Govt. Of Assam.
- Relaxation in the attendance for students selected for Youth festival of Gauhati University.
- Organising special remedial classes for weaker sections and sport personality.

Special dietary requirements, sports uniform and materials:

- Special dietary requirements are also met by the college for all students during the college week festival and sports events.
- All the participants of the ‘Marathon Race’ held during the Annual Week Festival are provided with special food.
- All the uniforms expenses for team events are met by the college. Equipment for various games is also provided by the college. The college also organise inter departmental competition like debates, quizzes and cultural events.
- Further, the college also enthusiastically encourages students to join the NSS units and RRC unit of the college.

5.1.7 *Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various Competitive exams such as UGC-CSIR- NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central /State services, Defence, Civil Services, etc.*

The UGC-CSIR-NET and UGC-NET are applicable only after completing the PG courses; this facility is not available in the college. Moreover, college does not have the complete figures of all those who appear for other competitive examinations since they appear for those exams only after leaving the college. The college does not have an effective system to keep track of every graduate after graduation; college often organise programmes for the various competitive examination for jobs.

5.1.8 *What type of counseling services are made available to the students (academic, personal, career, psycho-social etc.)*

The College provides counseling in the following areas:
Academic counseling:

Normally counseling starts after admission to the new session. Students are guided at all times during their tenure in the college like counseling about future aspects and opportunities of the general degree courses and thereafter. The students are also guided for their assignment preparation and submission, sessional and other examination. Students who have shortage of attendance and difficulties in their academic performance are also sent for counseling.

Personal Counseling:

- There is a close relationship between the teachers and students of the college. Personal Counseling is done by teachers in an informal basis.

Career counseling:

- The career counseling is done by the Career Guidance and Counseling Cell of the college.

- Each department also imparts career counseling by conducting lectures and talks by resource persons from different fields.

5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If 'yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).

The College has a structured mechanism for career guidance of its students though we don't have placement cell for the students. The various events of career guidance are listed as follows:

Table 5.4 Activities of Career Guidance and Counseling Cell

Sl. No	Date	Different Activities	Invited Resource person
1	Yearlong activity	The cell provides necessary guidance and information to the students in shaping their future career. Relevant information about scholarships, courses of higher studies and dates of entrance examinations are regularly displayed on the notice board for necessary information. Students are provided with model/sample question papers of the same.	
2	24 th June 2010	Talk on career opportunities in the Banking sector	Diganta Saikia, Chief Manager SBI, Bongaigaon
3	13 th November 2010	Lecture on Career opportunities in Indian Administrative Service.	Mr. Gauranga Sarma, AIPMT, Career consultant
4	1 st to 15 th June 2011	1 st short time Spoken English Course	Dr. A. Mech, Mrs. B. Das & Mr. R. Nath
5	1 st to 15 th June 2012	2 nd short time Spoken English Course	Mrs. B. Das, Mrs. Supriya Debchoudhury
6	4 th June 2012	a)How to deal with Examination Stress b) Substance use disorder	Dr. S. Ghosh Asst. Prof. Tripura Medical College
7	4 th June 2012	Importance of Oral Hygiene	Dr. I. Ghosh
8	18 th January 2012	Motivational talk on academics, life skills and positive behaviour	Prof. P. K. Deb Choudhury
9	13 th Nov 2014	Talk on "The Banking sector-a preferred career destination for today's youth"	Mr Ajay Dutta, P.O Indian Bank Bongaigaon Mr Sumit Saha Branch, Manager, SBI, Lengtisinga

5.1.10 *Does the institution have a student Grievance Redressal Cell? If yes, list (if any) the grievances reported and redressed during the last four years.*

The institution has a Grievance Redressal Cell headed by a senior faculty member of the faculty Mr. P. K. Deka, Associate Professor. The students can write their grievances on paper and drop them in grievance boxes. The Grievance Redressal Cell actively interacts with the students to help them and sort out their grievances.. Students are also free to share their grievances with their teachers and the Principal. Necessary action is taken after issues have been discussed in the concerned cell.

5.1.11 *What are the institutional provisions for resolving issues pertaining to Sexual harassment?*

The college resolves the issues pertaining to sexual harassment through the following committees:

- The Grievance cell
- The Women's cell
- The College Management

In the event of any complaints made by the students, these are to be taken up by the Grievance Redressal Cell, Women's Cell and resolved in co-ordination with the College management. In the event of emergencies, a three member committee is formed, headed by the chairperson of the Grievance Redressal Cell, the Women's Cell and the college Governing Body. They investigate the complaint and formulate a satisfactory resolution. The privacy of the whole process is strictly maintained. However no such cases have been reported so far.

5.1.12 *Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?*

The college has an anti-ragging cell headed by a faculty member N. K. Das Associate Professor. However, there has been no report of ragging in the college campus.

5.1.13 *Enumerate the welfare schemes made available to students by the institution.*

The College has many welfare schemes. It felicitates and gives scholarships to all the 1st rank holders of the College in the university examinations. Besides these, the College assists economically weak students on a case-by case basis. The schemes outlined above are awarded in addition to scholarships and schemes offered by the state and central governments.

5.1.14: *Does the institution have a registered Alumni Association? If 'yes', what are its activities and major contributions for institutional, academic and infrastructure development?*

The College has an Alumni Association which has its own constitution and elected office bearers but yet to be registered. The Alumni Association actively participated in the silver jubilee celebration of the college held in the year 2011. Also, the association has been giving its suggestions and comments on activities as well as problems of the college for academic and institutional development from time to time.

5.2 Student Progressions:

5.2.1: *Providing the percentage of students progressing to higher education or employment (for the last four batches) highlights the trends observed.*

Table 5.5 student progression

Student Progression	%
UG to PG	50% of the passed out students (approximately) *
PG to M. Phil.	NA
PG to Ph.D.	NA
Employed	
✓ Campus selection	NA
✓ Other	NA

The statement is made on the basis of student's contact with the faculty members, college office document recorded at the time of forwarding the students' application for the migration certificate and other informal but reliable sources. However, from year 2014, IQAC has decided to maintain students' progression data.

5.2.2 *Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district.*

Table 5.6 student progression

YEAR	Programme	College Pass %	University Pass %	University Rank
2010-11	B. Sc Major & General	74.68%	82.35	Bot. 9 th ,10 th ,30 th ,38 th , Chem. 23 rd Phy. 25 th ,32 nd ,50 th 67 th , Zoo -14 th ,22 nd ,37 th ,40 th ,48 th ,57 th , 81 th ,
2011-12	B. Sc Major & General	86.30%	83.88	Bot -27 th ,32 nd , Chem -14 th ,53 rd , Phy -54 th ,82 nd , Zoo -21 st ,29 th ,75 th ,88 th ,103 rd ,

2012-13	B. Sc Major & General	71.42%	81.28	Bot -28 th ,44 th ,71 st , Math -43 rd , Phy 5 th ,43 rd ,64 th ,65 th ,75 th ,75 th ,92 nd , 107 th , Zoo -58 th ,59 th ,73 rd ,75 th ,89 th ,110 th ,
2013-14	B. Sc Major & General	76.2%	90	No Rank, Grade system is incorporated.

5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?

The institution facilitates student progression to higher level of education through the regular and systematic notification which helps the students to appear for entrance examinations in institutions of higher learning. The brochures of institutions of higher learning as well as examination dates of common competitive examinations such as CAT, MAT, JAM etc. are displayed on the notice boards. The question papers for the entrance examination of higher learning or competitive examination for different jobs are available at the career guidance cell.

5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?

The College tries to ensure that the drop out and failure rate is kept to a bare minimum. Various measures have been formulated by the College to provide special support to students who are at risk of failure and dropout. These are:

- Identification of weak students through performances in unit tests or sessional examinations.
- UGC Remedial classes are taken for weaker sections.
- Personal counseling by the faculty or the counselor is given to encourage such students.
- Question papers of preceding years are made available to them and solutions to these papers are to be prepared.
- Financial support is provided to those students who are in need.

5.3 Student Participation and Activities.

5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.

The College week is an annual event that provides the opportunity and platform for all the students to show their talents in sports, games, cultural and other extracurricular activities. The Programme Calendar of the College week 2013 and details of participation are as follows:

1. Outdoor Games:

- a. Running events (Boys and Girls) and Marathon
- b. Throwing events (Shot-put),
- c. Discus Throw events
- d. Javelin events
- e. Jumping events
- f. Cricket match

2. **Indoor Games:**

- a. Table Tennis
- b. Volley Ball
- c. Badminton
- d. Carrom
- e. Chess
- f. Kabadi events.

3. **Cultural Events:**

- a. Folk Dance competition (Bihu, Goalparia, etc)
- b. Classical Dance competition
- c. Modern dance competition
- d. Bishnu Rava Sangeet competition
- e. Jyoti Sangeet Competition
- f. Rabindra Sangeet Competition
- g. Nazrul Sangeet Competition
- h. Modern Sangeet Competition

4. **Literature Events:**

- a. Assamese and English poem Recitation
- b. Assamese and English essay Competition
- c. Spot Poem Competition
- d. Spot Drawing Competition
- e. News Reading Competition
- f. Debate and Quiz Competition

5.3.2 *Furnish the details of major student achievements in co-curricular, extracurricular and cultural activities at different levels: University / State / Zonal / National / International, etc. for the previous four years.*

The students of the college have achieved and brought laurels by participating in various Co-curricular, Extra-curricular and Cultural activities at different levels. (Refer to 5.1.4)

5.3.3 *How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?*

College seeks feed back every year from the B. Sc final year students in the format provided by Feed Back Cell of the College. It is collected and analysed every year. On the basis of feedback analysis teachers are encouraged for further improvement

5.3.4 *How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/ materials brought out by the students during the previous four academic sessions.*

The college always involves and encourages its students in various activities relating to creative writing, publication of wall magazine etc.

1. The student community is motivated to write articles in college magazine 'Purbakash' which is published by college, edited by editorial board comprising of some students and teachers. Literary competitions are held during annual college festival, the selected articles are sent for the publication in the college magazine.

2. Regarding wall magazine, students are encouraged to write in the wall magazine and also a competition of wall magazines of different department are held during the annual college week. The wall magazine published by different department as follows.

Department	Name of the wall magazine
Physics	AURORA
Chemistry	CHEMLIT
Mathematics	MATHMETICA
Zoology	GENESIS
Botany	BOTANICA
Statistics	ANOVA

5.3.5 Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.

Yes, from the inception of the college till 2013-14, the student union body was formed by the process of selection. From 2014-15 an election process as per the Lyngdoh Committee report has been initiated for the Student Union Body formation.

SELECTION:

The college for the first time has introduced the election process for the formation of students' Union Body for the session 2014-2015. In this connection a meeting was convened by the Principal with the students Union Body formation committee, Birjhora Mahavidyalaya on 3rd September 2014. The meeting was also represented by the G.S & A.G.S. of the former union body. In that meeting almost each and every aspects of the **Election process was discussed as per the guidelines of Lyngdoh Committee Report.** To conduct the voting process and counting, separate committees have been formed comprising almost all the faculty members of the college including office staff. These committees include the presiding officer, polling officers and counting officers.

CONSTITUTION UNION BODY:

Table 5.7 Constitution Union Body:

SI No	Name of portfolio	Eligibility criteria
1	General Secretary	3rd Semester student (Male/Female)
2	Asstt. General Secretary	Open to all semesters
3	Major Games Secretary	3rd Semester student (Male/Female)
4	Minor Games Secretary	3rd Semester student (Male/Female)
5	Cultural Secretary	3rd Semester student (Male/Female)
6	Literary Secretary	1 st Semester student (Male/Female)
7	Girls' Common Room Secretary	Open to all semesters--Female
8	Asstt Girls' Common Room Secretary	Open to all semesters--Female
9	Asstt. Major Games Secretary	Open to all semesters
10	Asstt. Minor Games Secretary	Open to all semesters
11	Asstt. Cultural Secretary	Open to all semesters

ACTIVITIES:

College week activities like sports, cultural, literary, debating, quiz etc. are organised in college week festival. Birjhora Mahavidyalaya Student Union Body (BMSU) also organises different festival like Saraswati Puja, freshmen social and farewell to outgoing students, offering helping hand to weaker students, organising invited lectures from eminent persons and social services. Student Union also play active role the publishing the college magazine.

FUNDING:

Minimum amount of fees are collected at the time of admission for the smooth conduction of the activities of the student union body during the academic session.

5.3.6 Give details of various academic and administrative bodies that have student representatives on them.

- The student representatives (General Secretary) are incorporated in IQAC composition.
- Members of the Student Union Body are engaged as the members of different celebration committees for celebrating Independence Day, Gandhi Jayanti, Teachers Day, celebration of Silver Jubilee of the College etc.
- College Magazine editorial board.
- In NSS team.
- College Canteen maintenance committee.
- Maintenance of Multi gym facility
- Anti ragging cell (co-opted)

5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution.

An alumni committee was formed during 2004. Since then this committee has been functioning with ups and down. The alumni committee plays a vital and active role in the year-long silver jubilee celebration of the college in 2011- 2012.

Contact numbers of the alumni are with the respective department of the teaching as well as with the teacher Convener of the Alumni Association. For contacting or exchanging information, social networking sites are also used. Some of the alumni always accompany the faculty and others at the time of college week, Foundation Day, Saraswati Puja, etc. and thereby a close contact has been maintained. Membership form for the alumni association is uploaded in the college website and filled forms are documented by the convenor.

Being a young college, very few numbers of teachers have retired or left this college. Retired Principal Dr. Mrigen Das is a member of the College Governing Body. Some former teachers maintained good relationship in terms of research activities. For example Dr. Ishwar Baruah who is now serving at Assam Agricultural University, Jorhat, helped the Botany Department to do collaborative research with his organisation. Similarly, Dr. Hilloljyoti Singha who is now serving as Assistant Professor in ASSAM University, Silchar, frequently visits the Zoology and Botany department of the college and doing collaborative research work in his field.

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 *State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?*

Vision:

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

Mission

The following mission statements aim at transforming the vision of Birjhora Mahavidyalaya into action plan:

1. To impart quality education in various disciplines.
2. To disseminate modern skills and training necessary in emerging inter disciplinary and application oriented areas.
3. To make an appreciable social impact by reaching out to the larger community of the region.
4. To make it as a centre of excellence in every respect.

Institution's Distinctive Characteristics:

- Being a degree science college the vision and the mission statement of the college reflects the institution's distinctive characteristics of the college as it seeks to produce human resource having scientific spirit in true sense. It reflects the desire of the institution to address various issues related to impart higher education to the youths of this relatively backward region in spite of the numerous problems like ethnic disturbance, geographical bottlenecks.
- To make higher education at its doorstep, college has opened the study centres of distant mode of learning like IGNOU, IDOL of Gauhati University and K. K. Handiqui State Open University which make an appreciable social impact on the neighbouring areas.
- To keep pace with time, the college aims at providing state-of-the-art equipment to facilitate teaching-learning process which in turn enhances the enthusiasm of students towards research activities. The table as shown below reflects the success of the institution's endeavour for quality science education.

Table 6.1: Some of the passed out students in reputed institutions

Name of the student	Course Undertaken	Institute
Biswanath Dutta	Post Doctoral	Max Plank Institute, Germany
Sayan Bayan	Post Doctoral	Saha Institute of Nuclear Physics, Kolkata
Malabika Maulik	Doctoral Degree	Alaska University, USA

Kishor Kr Dutta	Doctoral Degree	IIT (G)
Rakesh Saud	Doctoral Degree	IIT (G)
Mahendra Ray	Doctoral Degree	Korea University, Seoul
Prasanta Kalita	Doctoral Degree	IIT (Delhi)
Dhananjoy Tiwari	Doctoral degree	IIT (Delhi)
Somik Banerjee	Doctoral Degree	Tezpur University
Pralay Karmakar	Doctoral Degree	Centre of Plasma Physics
Anup Kr Nath	Doctoral Degree	Tezpur University
Biplab Mandal	Doctoral Degree	Jadavpur University
Rajat Kanti Nath	Doctoral Degree	NEHU
Jutika Boro	Doctoral Degree	Tezpur University
Moumita Chakraborty	Doctoral Degree	Tezpur University
Bidyut Das	Doctoral Degree	Centr of PlasmaPhysics
Nirmali Bordoloi	Doctoral Degree	Tezpur University
Dipankar Barman	Doctoral Degree	Assam University
Jayanta Ray	Doctoral Degree	Assam University
Samsun Nahar	Doctoral Degree	Gauhati University
Simi Talukdar	Doctoral Degree	Assam University
Alolika Singh	Doctoral Degree	Wild Life Institute of India, Dehradun
Nami Prasad	Doctoral Degree	Assam University
Priyanka Sarkar	Doctoral Degree	Assam University
Biswajit Chakder	Doctoral Degree	Assam University
Arpita Dalal	Doctoral Degree	Assam University
Silu Basumatary	Doctoral Degree	Assam University
Bidisha Chakraborty	Doctoral Degree	Assam University
Chinmoy Bhattacharjee	Doctoral Degree	Assam University
Jagat Dipendra Ray	Doctoral Degree	Tezpur University
Anukul Ray	Doctoral Degree	Assam University
Bijita Barman	Doctoral Degree	Assam University
Jyoti Prakash Das	Doctoral Degree	North Orissa University
Rubi Kumari	Doctoral Degree	Wild Life Institute of India, Dehradun

It's co-curricular/ cultural programmes helps in promoting and popularise the ethnic as well as national tradition, culture, heritage and spiritual philosophy.

6.1.2 *What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?*

The College has a well-structured policy to engage the top management (Governing Body), Principal and the Faculty in designing and implementing its quality policies and plans.

- Birjhora Mahavidyalaya is a Provincialized Degree Science College which is one form of Government College governed by the Govt. of Assam. For the effective and smooth running of the college, its management is run by as per the act 'Provincialisation of Aided Colleges, 2005' Govt. of Assam. As per the act, the Principal is the member secretary of the

Governing Body (GB) who is to take all the administrative, academic and financial liabilities of the institute. The Governing Body (GB) is the sole apex authority of the college management. The composition of the GB is such that it upholds the character of decentralization and participation of different stakeholders as given below:-

- President – directly appointed by the Directorate of Higher Education (DHE), Govt. of Assam – preferably an eminent Educationist of the locality
- Principal – the Member Secretary of the GB- assigned for executive and administrative head of the institution.
- Two members nominated by the Vice Chancellor of the affiliating university who are supposed to be responsible for university approval of any concerned matter.
- Three Guardian Members (at least one must be a lady member) appointed by DHE, Govt. of Assam after the forwarding of the names by the Principal. They are supposed to take the role of Student’s feedback provider.
- Two Teacher Members elected by the Teachers’ Unit of the college who are supposed to provide views, suggestions etc. for the all round development of the college in addition to the placing of inconvenience and grievances.
- One member from Non-Teaching Staff elected by the association of Non-Teaching Staff of the college –supposed to represent the grievances or suggestions, if any, of the Non-teaching staff.
- To reflect the demands or expectations as well as sentiments of the local society in the quality policy and Plans of the college, Member of Legislative Assembly (MLA) of the home constituency is invited to the Governing Body meeting as Special Invitee.
- Being the apex authority of the college management, the members of the Governing Body sits after a regular interval for the discussion on policies and plans pertaining to the enhancement of quality education in the college. Principal and Secretary of the college generally convenes the meeting. The GB adopts resolutions after thorough discussion and empowers the Principal for execution of the plans and policies. Academic Proposals are initially discussed in the meeting convened by the Convenor of the Academic Committee chaired by the Principal, which is attended by HoD/ Senior Faculty Member of the department and Coordinator of IQAC as ex-officio members. Proposals adopted in the meeting are then referred to the Governing Body for necessary approval. It may be mentioned that before presentation of proposal/s in the Academic Committee meeting these are discussed with the faculty members of the department.
- All future plans and policies in connection with the preparation of proposal of UGC schemes are prepared by the UGC Planning Board headed by a Hon’ble member from GB and senior faculty members of the college. The quality policies are guided by the UGC rules and instructions from the Education Department of Govt. of Assam and the affiliating University (Gauhati University) for academic as well as administrative activities.
- For implementation of the policies, Principal of the college takes up all the necessary initiatives with active support from existing committees, cells or if necessary, by constituting new committees

6.1.3 What is the involvement of the leadership in ensuring

- **the policy statements and action plans for fulfillment of the stated mission?**
 - At the beginning of the academic session, Principal convenes an orientation programme with the faculty members for discussing various issues regarding new

programmes, projects or academic activities to be conducted in the college.

- With the approval of the management and supported by the staff, Principal of the college plays a pivotal role in governance and management of the institution. He communicates the vision and mission to the faculty and plans accordingly with the help of Academic Committee and other bodies. He also ensures the transparency in the functioning of the college and monitors the step-wise implementation of the institutional plans.

- **Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan?**

- With due consultation with Governing Body, Principal takes initiative in formulating all action plans which in turn, are included in the Institutional strategic plan. Principal ensures that the action plans are always in tune with the strategic plan.

- **Interaction with stakeholders?**

- The college is affiliated or attached to stakeholders viz. students, parents, local community & industry, government and non-government bodies. Students are the active participants through the Students' Union Body of the college. They interact daily with the faculty as well as the Principal. Parents are invited at regular intervals for interaction. Demands or suggestions from the local industry and government / non-government bodies are well taken care of.

- **Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders?**

- Need analysis, research inputs and consultation with the stakeholders are the integral parts of the policy and planning of the college. For this purpose, the Academic Committee has been entrusted with the task of studying the contemporary research findings for improving the quality of higher education.

- **Reinforcing the culture of excellence?**

- Birjhora Mahavidyalaya aspires to uphold a centre of excellence through creating an environment of competitive academic activities, research and personality development. Principal, GB members and other leading stakeholders always encourages the teachers, students and non-teaching staff to earnestly continue the quest for knowledge, quest for excellence.

- **Champion organizational change?**

- Principal with due approval from the GB, has been managing planned changes in the organization. Different Committees are reconstituted every two years for better result. Leadership of the college makes continuous effort for providing better infrastructure, updated technology and other supports. The leadership tries its level best to see the continuous improvement in the teaching-learning-evaluation process.

6.1.4 *What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?*

There is a well-defined procedure of the institution to monitor and evaluation of

policies and plans for effective implementation and improvement.

- The Academic Committee which is assigned to monitor the academic activities holds meetings at regular intervals to review the progress and implementation of the academic programmes. Department concerned takes care of the implementation of the academic policies.
- All departments of the college have a system of recording the academic and other activities of the faculties in their respective departments on a daily basis which is verified by HoDs and if necessary, by the Principal. In case of difficulties faced by the faculties, the Principal discusses the matter in the meeting of the Academic Committee.
- Result Analysis Committee analyses the results declared by the University at the end of the academic session and at the end of the Semester Examination. Principal discusses the findings in the Academic Committee meeting. The Academic Committee is the authority to plan, implement and monitor academic policies.
- IQAC of the college is the nodal body for monitoring and evaluating of all policies.

6.1.5 *Give details of the academic leadership provided to the faculty by the top management?*

Governing Body is the apex body of the college as far as management is concerned. Being the secretary of the GB, Principal always encourages the faculty for academic enhancement and grooming academic leadership in them.

- All HoDs are members of the Academic Committee and the Academic Committee is the core committee responsible for the academic policy making and implementation of the same. College authority fully encourages and supports the faculty members in the planning and execution of various academic activities.
- Convenors of various committees are appointed from the faculty members.
- All the faculty members play an active role in the process of admission, examination, student's union body formation, maintenance of discipline, organizing seminars, workshops, training etc.

6.1.6 *How does the college groom leadership at various levels?*

College management gives opportunities to groom leadership to all its stakeholder viz. faculty members, non-teaching staff, students and alumni. The management encourages the leadership quality of its stakeholders in their respective field of interests.

- At the administrative level, Principal leads the college as the Head of the Institution while the Senior Office Assistant of the office leads the management of the college office.
- At the Faculty level, HoDs lead the departmental activities while other faculty members are engaged as convenors or Teacher-in-Charge of different committees to design, guide or implement various programmes.
- At the student level, students are groomed for leadership through participation in the formation process of the Students' Union. Members of the Students' Union provide leadership to the student's fraternity. They can showcase their leadership in organizing various programmes. NSS activities by student volunteers provide ample opportunities to expose their leadership potentialities. Even the group activities both inside and outside the classroom develop leadership character among the students.

6.1.7 How does the college delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?

The College Administration is reasonably decentralized. College authority delegates need based power to the faculty members, departments and other units of the college.

- The college has initiated the rotation of Headship in the departments which takes place every three years.
- The college provides operational autonomy to each department in allotting classes to each faculty member within the timeframe of the main class routine. All the departments have autonomy to hold internal examination, organize departmental seminars, workshops, group discussions or other extension activities without hampering the normal activities of other departments or office.
- All the committees formed for various purposes have their autonomy as far as decision making is concerned in organizing various programmes and implementing the projects.

6.1.8 Does the college promote a culture of participativemanagement? If 'yes', indicate the levels of participative management.

The college promotes a culture of participative management. The following different bodies/ committees are constituted for the management of different institutional activities

- Examination Committee
- Academic Committee
- Admission Committee
- UGC Planning Board.
- Library Advisory Committee
- Budget and Purchase Committee
- Research Promotion Cell
- Seminar and Extension Education Cell
- Grievance Redressal Cell
- Women's Cell
- Career Guidance Cell
- Remedial Course Committee
- Students' Feedback Analysis Committee

6.2 Strategy Development and Deployment

6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

- Yes; the college has a formally stated quality policy. The vision and mission statement of Birjhora Mahavidyalaya provide the basic roadmap for developing its quality policy. IQAC is the nodal agency for driving and deploying the policy through the participation of its stakeholders. In fact, the quality policies are developed, driven, deployed and reviewed in two stages - through discussion in the Governing Body meeting and through involvement of the faculty members and non-teaching staff members.

6.2.2 *Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan*

Yes; the college has a perspective plan for future development.

- **For academic expansion:**

- The college plans to introduce new programmes like BA, BCA and new subjects like Computer Science, Microbiology and major course in the Department of Statistics in near future. In fact, College has already applied to the affiliating university i.e. Gauhati University as well as Govt. of Assam for necessary permission and NOC respectively and have been waiting for the positive response.
- Though the recently introduced Biotech Hub has created a research environment among the students of the life science departments, College has planned to enhance the same by providing sophisticated instruments for excellence. Facilities in the Central Laboratory for multidisciplinary research activities will be enhanced.

- **Infrastructure expansion plan:**

- The College plans to develop more infrastructures for academic, recreational and co-curricular purpose.
- Plans to enhance library infrastructure like procuring more books, journals, e-resources.
- Plans to construct digital classroom, Audio-Video Hall

6.2.3 *Describe the internal organizational structure and decision making processes. The organizational structure of Birjhora Mahavidyalaya is as follows:*

- Governing Body which is the supreme decision making authority is constituted as per Assam Govt. rules under 'Assam College Employees Provincialization Act 2005'. Principal is the Secretary of the Governing Body. All the teaching departments are headed by a HoD. The HoD of the department is selected among the faculty members of the department on rotation on the basis of seniority in the rank of Associate Professor. If there is no any Associate Professor in the department, then senior most Assistant Professor of the department will become the Head. All the departments are entrusted with the duty of conducting teaching and evaluation activities and given liberty so far as decision making is concerned. In addition to that, different committees are constituted for the purpose of representing the authority in taking decision on various matters.
- **Academic Committee:** Principal is the chairman of the committee and all HoDs are the members and one of the senior HoD acts as the convenor of the committee.
- **Internal Quality Assurance Cell:** IQAC is constituted with fifteen members covering representation from all the stakeholders. It is constituted as per guidelines of NAAC. IQAC takes all decisions for the improvement and maintenance of quality.
- **Planning Committee:** Constituted with few senior teacher and Governing Body member, this committee takes decision regarding academic as well as infrastructure expansion of the college.
- Apart from all these, following committees are constituted for taking decision in specific areas.

- Building Construction Committee
- Library Advisory Committee
- Budget & Purchase Committee
- Examination Committee
- Admission Committee
- Career and Guidance Cell
- Grievance Redressal Cell
- Committee for Information Technology
- Advisory Committee for Distance Learning

6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following

As a part of quality improvement strategies, Birjhora Mahavidyalaya has taken the following steps:

•Teaching & Learning

- Preparation of Academic Calendar by the Academic Committee and distribution of the same among the faculty members at the beginning of the academic session
- Healthy practice of daily recording of course taught or other academic activities done in the classroom by the faculty members
- Use of Audio – Visual teaching aids in the classroom.
- Each department is provided with computer with internet facilities connected under NME-ICT project
- Every faculty member prepares and follows his own teaching plan
- As part of project work, some departments organize field visit
- Transparent admission process both for major and general course of the college
- Students feedback is collected, analysed and distributed among the faculty members for improving the teaching learning process
- Practice of collecting Teachers’ Self – Appraisal Report annually
- Publication of Wall Magazine by every department

•Research & Development

- College authority has constituted a Research Promotion Cell for inspiring the faculty members towards research as well as monitoring the research activities going on in the college
- Altogether four faculty members have availed so far the facility of FDP for pursuing research works and have come out successfully.
- College authority encourages the faculty members to present or publish research papers in national or international journals, to attend seminars, workshops etc. by sanctioning academic leave; internet connection in every department helps not only the faculty members but also the students.
- It is noteworthy that almost half of the faculty members have already been awarded Ph. D degrees while few others have been pursuing their research work
- Faculty members engage themselves in Minor Research Projects
- Laboratory of the Physics is recognized as a research level laboratory by the Gauhati University

- **Community engagement**

Birjhora Mahavidyalaya was established by some enthusiastic people of Bongaigaon having farsightedness whose motto was to uplift the academic environment of the locality. The college fraternity respects their sentiments and tries to reflect it in their activities as cited below:

- Public representative of the locality (MLA) is inducted into the Governing Body as a special invitee. He is also one of the members of IQAC as local society representative.
- In every occasion- from the concluding ceremony of the Silver Jubilee Celebration to the annual college festival function, local community artists or community leaders are invited to perform their cultural activities which are effective enough to narrow the gap with the college fraternity. Their views and suggestions are taken into consideration for uplifting academic environment of the college. It makes a strong bond with neighbouring community.
- Successful completion of Year-long silver jubilee celebration was possible only because of the active cooperation of the local community
- College authority has built four waiting Sheds in front of the college gate for the benefit of the neighbouring people

- **Human resource management**

Having only 25 numbers of faculty members and 23 numbers of non- teaching staff, the management of human resource is the top priority of the college.

- College takes utmost care in recruiting the efficient teachers as per UGC rules and other non-teaching staffs.
- Teachers are encouraged to upgrade themselves by attending Seminars, Workshops, Refresher or Orientation Courses.
- Computer awareness programmes are organized for the orientation of the Non-teaching staff members
- To carry out their work efficiently and sincerely, faculties are being provided with a reasonably well maintained office, departmental room, departmental as well as Central library, departmental as well as Central Laboratory, departmental internet surfing facility, canteen and Teachers' Common Room.

- **Industry interaction**

- Though the students of some of the departments had visited various industries located in the nearby area, so far no Industry- Institution interaction has been done in the perspective of employment in true sense.
- Management approaches the IOCL BGR (erstwhile known as BRPL) for financial support to the college for infra-structure development under the Corporate Social Welfare Responsibility scheme. College received financial support from BRPL from time to time since its inception for which the procurement of departmental Computers, construction of Central laboratory as well as other infra-structure developed is possible.

6.2.5 *How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?*

For reviewing the activities of the institution the Principal ensures that the top management as well as other stakeholders are acquainted with the latest information regarding the college in every aspect and adopts the following mechanisms for disseminating:

- Through College Prospectus and Academic Calendar
- Publishing News Bulletin 'Dawn' half yearly
- College Website
- College Notice Board
- Meeting with the general students of the college as well as members of the Students' Union Body
- Meeting with teaching and non-teaching staff members
- Public meeting organized by the college on various issues related to the development of the college gives the Principal an opportunity to provide information to the public about the activities of the college.

All the functioning and activities in the college has to get approval from the Governing Body. Principal places all the information regarding the college affairs in the GB meeting. Governing Body is constituted with various stakeholders like Government Nominee, affiliating University Nominee, teaching and non-teaching staff representatives as well as the local MLA representing the public. Thus all the stakeholders get the first-hand report on the affairs of the college in the Governing Body meeting.

6.2.6 *How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?*

Various steps have been taken in improving the effectiveness and efficiency of the institutional activities.

- Different Committees are formed involving teaching and non-teaching staff members.
- Principal holds meeting with teaching staff to ensure the smooth and efficient implementation of the guidelines or instruction received from the University, UGC or State Government.
- Principal holds meeting with the non-teaching staff members to discuss issues related to office management and provides necessary suggestions if any.
- Management of the institution acts promptly to redress the problems faced by any stakeholders through the Grievance Redressal Cell.
- Authority empowers the HoD for monitoring the academic activities in the department
- Instead of rigid bureaucratic style of functioning, college management prefers to increase the efficiency of the administration by encouraging and supporting the culture of team work.

6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

- There were **six** sittings of the Governing Body during June 2013 to June 2014 and altogether 56 no. of resolutions were taken. The following table enumerates the Resolutions adopted by the Governing Body; details are given in the **Annexure**

Table 6.2 Governing Body meeting

Sl No.	Date of Meeting	Resolu-tion No.	Matter of discussion	Status
1	22/06/2013	1	Lien extension of Dr. K. K. Sarma in the post of Associate Professor	Extended for eleven months
		2	Appointment of Ms Bijuli Begum on contractual and temporary basis in the Department of Information Technology	Appointed
		3	Approval of the selection of Ms Jhuma Biswas in the Department of Physics as Assistant Professor as per the recommendation of the Selection Committee	Approved and sent to DHE, Govt. of Assam
		4	Introduction of new subjects and Arts stream from the next academic session	Sent to Gauhati University & DHE for permission and NOC respectively.
		5	Invitation of fresh application for the post of LDA & Laboratory Bearer on Contractual Basis with the help of Employment Exchange	Appointed as per Resolution
		6	Granting of Earn Leave Application of Faculty Members	Granted
		7	Approval of financial transaction made during the period from January, 2013 to June, 2013 and approval of Bill payment to Farms	Approved
		8	Completion of the Women's Hostel and other class rooms as early as possible	Completed

		9	Discussed to appoint Mrs. Subarna Singha in Grad IV post on compassionate ground	Working in the college
		10	Enhancement of salary of Non-teaching Staff in non-sanctioned post	Enhanced
		11	Increase the seat capacity of students in 1 st Semester in different departments	Increased
		12	Filling up of the vacant post of Library Bearer	Waiting for getting the permission from DHE for advt.
		13	Building Cactus House & Experimental garden on the top of AV Hall to protect it from extreme heat during summer	Later it was decided to build Assam Type class room to increase accommodation
		14	Resolved not to hand over a portion of college land as requested by the Namghar Committee of the neighbouring area	Decision of the GB sent to the concerned Committee
		15	Naming of the Seminar Hall in fond memory of Late Dr. Ghana Kanta Medhi	Action taken with slight modification as per recommendation of GB
		16	Discussed about the non-receipt of salary for the month of May and June, 2013	Salary regularized after getting necessary Retention Order from DHE
2	24/08/2013	1	Condolence for sudden demise of D.B. Das, Ex-Principal of Bongaigaon Polytechnic and Member as well as Treasurer of GB	Condolence message sent to the wife of Late D. B. Das
		2	Slight modification regarding opening of new subjects and Major Course in certain subjects	Action taken; Permission awaited from Gauhati University and DHE
		3	Slight modification regarding the naming of Seminar Hall in memory of Late Dr. G. K. Medhi	Action taken

		4	Due to sudden demise of the Treasurer, President of GB will act as Treasurer	
		5	List of Academician and well-wisher of the college to be sent to Gauhati University for approval as VC's nominee to the GB	Action taken; two members acting as VC's Nominee
		6	Granting of Earn Leave application of faculty members	Leave granted
		7	Application of Sri Jogesh Ch Ray for promotion to the vacant post Library Bearer	Sent to DHE for approval
		8	Proposal for up gradation of Sri Sekhadri Kr Ray to the vacant post of Senior Office Assistant	Upgraded
		9	Responsibility of Headship in the department of Economics to Sri Hemanta Saud	
3	16/11/2013	1	(a) Release of Dr. Khanindra Kr Sarma from the post of Associate Professor, Dept. of Physics (b) Filling up the Vacancy in the Dept. of Physics	Action taken: Sent to DHE; waiting for the order of release. Yet to receive the permission from DHE for Advertisement
		2	(a) Proposal for opening of two departments with financial assistance from Govt. of Assam (b) Proposal for introduction of new Arts stream	Sent to DHE. Sent to DHE for permission; yet to receive the NOC
		3	Approval of the Departmental Promotion Committee Report regarding the up gradation of Sri Sekhadri Kr Ray to the post of Senior Office Assistant	Approved by DHE
		4	Filling up of the vacant post of Library Bearer	Yet to receive the permission from DHE for Advertisement

		5	Withdrawing of the fixed deposit to submit the 70% of the tuition fees to DHE	Action taken
		6	Approval of the expenditure to be made in connection with DBT interface meeting at New Delhi	Action taken
		7	Enhancement of remuneration of Contractual Teachers	Decides to enhance after proper study of Fund position
		8	Holding of early Budget Committee meeting	Action taken
4	24/03/2014	1	Discussion with faculty members before finalizing the Site & Plan and Estimate of the proposed new building	Discussed
		2	Discussion on the Lien application of Dr. Ranu Roy and her subsequent application regarding rejoining in the original post	Lien granted; rejoined in the original post as per order from DHE
		3	Equalization of remuneration of Sri Hitesh Ch Ray and Sri Lohit Baruah with other newly recruited non-teaching staff	Salary equalized
		4	Installation of CCTV in the library	CCTV installed
		5	Procurement of Furniture for Women's Hostel	Furniture procured
		6	Enhancement of College Fee	Fee enhanced
		7	(a) Reimbursement of additional expenditure in connection with interface meeting with DBT at New Delhi (b) Lighting of the college gate (c) Fund raising drive	Reimbursed the amount Pending due to various factors Not yet taken
5	09/04/2014	1	Submission of necessary Affiliation fees in GU for the subject Part II Botany Major course	Action taken
		2	Water scarcity problem in the college campus	Solved with deep boring

		3	Construction of boundary wall around the Women's Hostel	Boundary wall constructed
		4	Approval of AQAR 2011-12	Approved and sent to NAAC
		5	Approval of the DPC report regarding the anomaly in placement in Senior Scale & Selection Grad of lecturers	Approved and sent to DHE for necessary action
		6	Approval of DPC report regarding the promotion of Dr. Balen Choudhury	Promoted to Associate Professor
		7	Filling up of the vacant post of Junior Assistant	Sent to DHE for necessary permission
		8	Approval of different Sub-committees for the year 2014-16	Approved
		9	Earn leave application of Sri M. Karki	Leave granted
6	28/06/2014	1	Formation of new Building Construction Committee as per guideline of Govt. of Assam.	
		2	Fixed deposit of part of the amount received from Govt. of Assam in SBI, Bongaigaon Branch	Action taken
		3	Site selection will be finalized by Building Construction Committee	Finalized by BCC
		4	Selection of Ms Jhuma Biswas as Warden of the Women's Hostel	
		5	Finalization of seat rent and establishment fees of boarders of the Women's Hostel	
		6	Approval of the Plan & Estimate of the proposed building on the top of AV Hall	Submitted to UGC
		7	Resolved to purchase 30 pairs of Desk Bench	Placed order to the supplier

6.2.8 *Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If 'yes', what are the efforts made by the institution in obtaining autonomy?*

The affiliating university (Gauhati University) has no provision for according the status of autonomy to the affiliated college/ institution

6.2.9 *How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholder relationship?*

College has a Grievance Redressal Cell to redress the grievances and complaints of its stakeholders. Grievance Redressal Cell is constituted with four numbers of senior faculty members and one senior non-teaching staff member. Generally grievances that come through Birjhora Mahavidyalaya Students' Union Body, Birjhora Mahavidyalaya Teachers Association or Birjhora Mahavidyalaya non-teaching Employees Union are submitted as follows:

- 1) By dropping the grievances in the specific Complaint Box.
- 2) Through written complaint to the Principal directly.

In both the cases, Grievance Redressal Cell generally tries to amicably settle the grievances in consultation with the Principal. Depending upon the gravity of the grievances, Principal consults the matter with other staff members and if necessary, discusses it with the Governing Body members in the GB meeting.

6.2.10 *During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?*

- No court cases were filed by any party or individual against the institution since its inception.

6.2.11 *Does the Institution have a mechanism for analyzing student feedback on institutional performance? If 'yes', what was the outcome and response of the institution to such an effort?*

The College has effective mechanism and management system for analysing feedback from the students. After receiving feedback from the students, Feedback Analysing Committee analyses the feedback forms and submit a report to the Principal. The major outcome of the student feedback and the institutions response are as follows:

- 1) **Teaching:** Faculty members are encouraged to use Teaching Aids available in the college for better classroom performance. For this purpose, sufficient number of LCD projectors have been provided to the departments. Internet connection is provided to each department.
- 2) **Infrastructure:** Steps have been initiated to provide sufficient classrooms, toilet, drinking water, increase of Girl's Common Room facility
- 3) **Library:** More number of books has been procured.
- 4) **IT facilities:** More number of computers has been added.

6.3 Faculty Empowerment Strategies

6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non teaching staff?

The efforts made by the college for enhancing the professional development of the teaching and non teaching staff members are as follows:

- The management assigns responsibilities to every staff through due notification that defines their role, according to their strength, areas of interest.
- The institution provides professional development for teaching and non-teaching staff enabling the departments to organize seminars, workshops, popular talks.
- College organized one state level UGC sponsored seminar, one UGC sponsored National seminar, one DBT sponsored workshop and a good number of popular talks in the college.
- The institution also encourages faculty members to attend skill based training programmes, orientation programmes, refresher course at national and international level.
- To pursue research work, college management extends full support to its faculty members for availing Faculty Development programme of UGC.
- The college encourages its faculty members to participate in short term courses organised by Academic Staff College to take initiatives for innovative and creative works.
- trainings are given to non-teaching staff.

6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?

For better academic environment, college management adopts various strategies to train and motivate its employees.

- Relevant rules are laid regarding faculty empowerment in the institution. These rules pertain to attending seminars, refresher course, orientation programme and other training programme.
- The institution has organised seminars, workshops, popular talks in various disciplines for its staff as well as for the faculty of other institutions in the state.
- The college grants duty leave to the faculty members for attending seminars, workshops to keep them updated in their respective field.
- Non-teaching staff members are encouraged to learn computers and other accounting procedures from experts invited to the college time to time.

6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

The college has a mechanism of Annual Performance Appraisal system to keep record of the various activities of the faculty members.

- Annual Self Appraisal Report in the prescribed format is collected from the faculty members and these are analysed for better performance.

- Each faculty is required to note down the number of classes they take each day, the portion of the courses taught, the classes that they couldn't take, the reasons thereof which is monitored by the Head of the Department. .
- Students' Feedback Analysis Committee collects student's feedback on teachers' performance and analyse them. The report is submitted to the Principal.
- College authority makes an assessment of the Teachers' performances on the basis of the Students' Feedback Analysis Committee report and places them in the GB meeting for necessary information. The GB provides necessary suggestion, if required, for better appraisal.

6.3.4 *What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?*

Management of the College reviews the Performance Appraisal Report of the teaching staff and makes necessary recommendation for better performance.

Management communicates the Performance Appraisal report to the appropriate stakeholders for appropriate action. The Performance Appraisal is also sent to the Directorate of Higher Education, Govt. of Assam for the career advancement of the concerned faculty members.

6.3.5 *What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?*

Though the college has very limited scope of welfare scheme for the teaching as well as non-teaching staff, following few points may be added as welfare to the college employees.

- There are three Welfare and Saving Fund viz. College Teachers Welfare Fund (CTWF), Teachers Welfare Trust (TWT) and Birjhora Mahavidyalaya Welfare Society (BMWS) constituted by the staff of the college where every members of the college contributed on monthly basis. Almost all members have been availing the loan facility at a meager rate of interest.
- Teaching and non-teaching staff avail all the welfare schemes offered by the govt. of Assam for the staff—the strategies adopted includes benefits for higher qualification such as M. Phil & Ph.D. and also the opportunities for those who wish to improve their qualification.
- Medical leave, earned leave and duty leave are some of the social schemes implemented.

6.3.6 *What are the measures taken by the Institution for attracting and retaining eminent faculty?*

Being a Provincialized college, Birjhora Mahavidyalaya is also under the purview of the Assam College Employees (Provincialization) act, 2005 and the subsequent Service Rules and hence all appointment and retaining of teachers and staff members are governed by the same. However in order to attract and retain the eminent faculty, college has been continuing its clean and transparent image and healthy academic environment.

6.4 Financial Management and Resource Mobilization

6.4.1 *What is the institutional mechanism to monitor effective and efficient use of available financial resources?*

College follows the mechanisms that are sufficient for monitoring the effective and efficient

use of available financial resources.

- Funds when received through cheques or Bank Drafts are deposited in the Nationalized Bank.
- Accounts are maintained following proper accounting procedure.
 - Receipts and expenditure is placed in the Governing Body meeting for necessary approval. As far as issuance of cheque is concerned, Treasurer, nominated by the Governing Body, is also a joint signatory for the financial transaction along with the Principal and Secretary of the college.
 - The income and expenditure is audited by the Auditor appointed internally by the Governing Body and finally by the Government Auditor.
 - Various Committees and Sub-committees are formed for proper implementation of the programmes. Principal & Secretary releases the necessary fund as per the budget submitted by the concerned committee.
 - For purchasing Laboratory materials, equipments etc. quotations are invited from reputed farms, suppliers for supplying quality products.
 - Purchase Committee scrutinizes the quotations and generally quotation with lowest bid with quality items are considered for the purpose.

6.4.2 *What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.*

- Three types of Audit are done in the college.
 - 1) Internal Audit – done by a Chartered Accountant employed by college (completed till 2012-13)
 - 2) Special Audit by Chartered Account to prepare Audited Utilization Certificate in respect of utilization of various funds received from UGC, DBT or Govt. of Assam
 - 3) External Govt. Audit (by Govt. Auditor) (completed till 2013-14)
College is yet to receive the Govt. Audit Report for the session from 01/05/2010 to 31/03/2014
- Some of the major Audit Objection from the last external audit carried out by concerned Agency are as follows:

Table 6.3 Details of Grant.

Agency	Year/Session	Para in Brief	Remarks	Compliance
Govt. Audit	01/04/2009 to 30/04/2010	UGC Grant	(a)Copiesof Utilization certificate of the expended UGC grant may please be furnished to the Audit cell, DALF, Guwahati	Sent the copies of the Utilization certificates to the concerned authority
		Collection of Tuition Fees	Deposit of Govt. part of the Tuition Fees to the Govt. account	Alreadydeposited the Govt. part of the tuition fees to the Govt. account
		Payment Vouchers (General	Copies of quotations, comparative statement, supply order along	Sent the copies of the documents to the concerned

		Fund) Sl. No. 1	with photocopies of the related entries in the Stock Register may please be furnished to Audit Cell, DALF, Guwahati 6	authority
		Payment Vouchers Sl. No.2	Whether materials were procured through Purchase committee or not may please be clarified	Purchase Committee formed; reply sent to Audit Cell, DLFA, Ghy-6
		Payment Vouchers Sl. No. 5	Reason for non-procurement of Lab materials through quotation/purchase committee may please be stated	Purchase Committee formed ; procure Lab materials by inviting quotations from Farms

6.4.3 *What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.*

Major sources of Institutional receipt/ funding are:

- 1) Students' Fees
- 2) State Government
- 3) UGC, DBT and Central & State Government agencies
- 4) Others

Table 6.4 Receipt and expenditure

Year	Head of Account	Receipt	Expenditure	Unspent Balance/ Refund (Rs.)
2008-09 (Copy of Audit Report enclosed as Annexure)	General Fund	Rs. 3,80,406.00 (Opening Balance)	Rs. 10,30,615.00	
	Grand Total	Rs. 10, 48,828.00 Rs. 14, 29, 234.00	Rs. 3,98,619.00 (Closing Balance) Rs. 14, 29, 234.00	
	Development Fund	Rs. 9, 639.00 (Opening Balance)	Rs. 6,09,698.00	
	Grand Total	Rs. 6, 18,662.00 Rs. 6, 28,301.00	Rs. 18, 603.00 (Closing Balance) Rs. 6, 28,301.00	
	Magazine Fund	Rs. 30, 293.00 (Opening Balance)	Rs. 10, 345.00	
	Grand Total	Rs. 25, 139.00 Rs. 55, 432.00	Rs. 45, 087.00 (Closing Balance) Rs. 55, 432.00	

	Examination Fund Grand Total	Rs. 92, 870.00 (Opening Balance) Rs. 26, 165.00 Rs. 1, 19, 035.00	Rs. 40, 537.00 Rs. 78, 498.00 (Closing Balance) Rs. 1, 19, 035.00	
	Game Fund Grand Total	Rs. 28, 055.00 (Opening Balance) Rs. 26, 599.00 Rs. 53, 654.00	Rs. 41, 515.00 Rs. 12, 139.00 (Closing Balance) Rs. 53, 654.00	
	Student Union Fund Grand Total	Rs. 21, 631.00 (Opening Balance) Rs. 25, 610.00 Rs. 47, 241.00	Rs. 29, 088.00 Rs. 18, 153.00 (Closing Balance) Rs. 47, 241.00	
	Scholarship Fund Grand Total	Rs. 40,982.00 (Opening Balance) Rs. 32,626.00 Rs. 73,608.00	Rs. 73,053.00 Rs. 555.00 (Closing Balance) Rs. 73,608.00	
	Internal Resource Fund Grand Total	Rs. 2,88,861.00 (Opening Balance) Rs. 17,164.00 Rs. 3,06,025.00	Rs. 1,34,101.00 Rs. 1,71,924.00 (Closing Balance) Rs. 3,06,025.00	
	Research Project Fund Grand Total	Rs. 9, 639.00 (Opening Balance) Rs. 6, 18,662.00 Rs. 2,62,287.00	Rs. 2,43,300.00 Rs. 18,987.00 (Closing Balance) Rs. 2,62,287.00	
	College Improvement Fund Grand Total	Rs. 77,815.00 (Opening Balance) Rs. 4,97,547.00 Rs. 5,75,362.00	Rs. 2,06,426.00 Rs. 3,68,936.00 (Closing Balance) Rs. 5,75,362.00	
	Common Room Fund Grand Total	Rs. 2,789.00 (Opening Balance) Rs. 89.00 Rs. 2,878.00	Rs. 00 Rs. 2,878.00 (Closing Balance) Rs. 2,878.00	
2009-10 (Copy of Audit Report enclosed as Annexure)	General Fund Grand Total	Rs.3,98,619.00 (Opening Balance) Rs. 11,15,921.00 Rs. 15,14,540.00	Rs. 10,43,011.00 Rs. 4,71,529.00 (Closing Balance) Rs. 15,14,540.00	
	Development Fund Grand Total	Rs. 18,603.00 (Opening Balance) Rs. 1,01,351.00 Rs. 1,19,954.00	Rs. 86,032.00 Rs. 33,922.00 (Closing Balance) Rs. 1,19,954.00	
	Magazine Fund Grand Total	Rs. 45,087.00 (Opening Balance) Rs. 76,308.00 Rs. 76,308.00	Rs. 68,650.00 Rs. 7658.00 (Closing Balance) Rs. 76,308.00	
	Examination Fund Grand Total	Rs.40,537.00 (Opening Balance) Rs. 31,648.00 Rs. 72,221.00	Rs. 41,444.00 Rs. 30,777.00 (Closing Balance) Rs. 72,221.00	

	Game Fund Grand Total	Rs. 12,139.00 (Opening Balance) Rs. 30,021.00 Rs. 42,160.00	Rs. 32,975.00 Rs. 9,185.00 (Closing Balance) Rs. 42,160.00	
	Student Union Fund Grand Total	Rs. 18,153.00 (Opening Balance) Rs. 29,701.00 Rs. 47,854.00	Rs. 34,099.00 Rs. 13,755.00 (Closing Balance) Rs. 47,854.00	
	Scholarship Fund Grand Total	Rs. 3,98,619.00 (Opening Balance) Rs. 11,15,921.00 Rs. 15,14,540.00	Rs. 10,43,011.00 Rs. 4,71,529.00 (Closing Balance) Rs. 15,14,540.00	
	Internal Resource Fund Grand Total	Rs. 1,71,924.00 (Opening Balance) Rs. 1,92,121.00 Rs. 3,64,045.00	Rs. 4,30,811.00 Rs. 1,33,234.00 (Closing Balance) Rs. 3,64,045.00	
	Research Project Fund Grand Total	Rs. 18,987.00 (Opening Balance) Rs. 3,95,124.00 Rs. 4,14,111.00	Rs. 3,60,000.00 Rs. 54,111.00 (Closing Balance) Rs. 4,14,111.00	
	College Improvement Fund Grand Total	Rs. 3,68,936.00 (Opening Balance) Rs. 23,48,535.00 Rs. 27,17,471.00	Rs. 14,12,257.00 Rs. 13,75,220.00 (Closing Balance) Rs. 27,47,477.00	
	Scholarship Fund Grand Total	Rs. 565.00 (Opening Balance) Rs. 1,00,531.00 Rs. 1,01,096.00	Rs. 1,01,139.00 (-) Rs. 43.00 (Closing Balance) Rs. 1,01,096.00	
	Common Room Fund Grand Total	Rs. 2,878.00 (Opening Balance) Rs. 240.00 Rs. 3,118.00	Rs. Nil Rs. 3,118.00 (Closing Balance) Rs. 3,118.00	
	2010-11 (Copy of Audit Report enclosed as Annexure)	General Fund Grand Total	Rs. 4,71,529.00 (Opening Balance) Rs. 12,04,512.00 Rs. 16,76,041.00	Rs. 7,27,042.00 Rs. 9,48,999.00 (Closing Balance) Rs. 16,76,041.00
Development Fund Grand Total		Rs. 33,922.70 (Opening Balance) Rs. 79,408.00 Rs. 1,13,330.00	Rs. 29,032.00 Rs. 84,298.70 (Closing Balance) Rs. 1,13,330.00	
Magazine Fund Grand Total		Rs. 7,058.90 (Opening Balance) Rs. 72,043.00 Rs. 79,101.90	Rs. 57,164.00 Rs. 21,937.90 (Closing Balance) Rs. 79,101.90	
Examination Fund Grand Total		Rs. 30,777.20 (Opening Balance) Rs. 21,183.00 Rs. 51,960.20	Rs. 8,102.00 Rs. 43,858.20 (Closing Balance) Rs. 51,960.00	

	Game Fund Grand Total	Rs. 9,185.00 (Opening Balance) Rs. 20,296.00 Rs. 29,481.00	Rs. 18,300.00 Rs. 11,181.00 (Closing Balance) Rs. 29,481.00	
	Student Union Fund Grand Total	Rs. 13,755.70 (Opening Balance) Rs. 20,384.00 Rs. 34,139.70	Rs. 19,553.00 Rs. 14,586.70 (Closing Balance) Rs. 34,139.70	
	Scholarship Fund Grand Total	Rs. 237.00 (Opening Balance) Rs. 1,43,378.00 Rs. 1,43,615.00	Rs. 1,43,379.00 Rs. 236.00 (Closing Balance) Rs. 1,43,615.00	
	Internal Resource Fund Grand Total	Rs. 1,33,234.00 (Opening Balance) Rs. 18,880.00 Rs. 1,52,114.00	Rs. 78,994.00 Rs. 73,120.00 (Closing Balance) Rs. 1,52,114.00	
	Research Project Fund Grand Total	Rs. 54,111.00 (Opening Balance) Rs. 4,28,242.00 Rs. 4,82,353.00	Rs. 3,06,105.00 Rs. 1,76,248.00 (Closing Balance) Rs. 4,82,353.00	
	College Improvement Fund Grand Total	Rs. 23,75,220.03 (Opening Balance) Rs. 42,93,162.00 Rs. 66,68,382.03	Rs. 14,04,731.00 Rs. 52,63,651.03 (Closing Balance) Rs. 66,68,382.03	
2011-12 (Copy of Audit Report enclosed as Annexure)	General Fund Grand Total	Rs. 9,48,999.00 (Opening Balance) Rs. 17,84,319.00 Rs. 27,33,318.00	Rs. 21,53,315.00 Rs. 5,80,003.00 (Closing Balance) Rs. 27,33,318.00	
	Development Fund Grand Total	Rs. 84,298.70.00 (Opening Balance) Rs. 3,58,820.00 Rs. 4,43,118.70	Rs. 2,27,094.00 Rs. 2,16,024.70 (Closing Balance) Rs. 4,43,118.70	
	Magazine Fund Grand Total	Rs. 21,937.90 (Opening Balance) Rs. 41,722.00 Rs. 63,659.90	Rs. 63,191.00 Rs. 468.90 (Closing Balance) Rs. 63,659.90	
	Examination Fund Grand Total	Rs. 43,858.20 (Opening Balance) Rs. 31,827.00 Rs. 75,685.20	Rs. 3,500.00 Rs. 72,185.20 (Closing Balance) Rs. 75,685.20	
	Game Fund Grand Total	Rs. 11,181.00 (Opening Balance) Rs. 30,634.00 Rs. 41,815.00	Rs. 1,100.00 Rs. 4,07,151.00 (Closing Balance) Rs. 41,815.00	
	Student Union Fund Grand Total	Rs. 14,586.70 (Opening Balance) Rs. 30,530.00 Rs. 45,116.70	Rs. 20,715.00 Rs. 24,401.70 (Closing Balance) Rs. 45,116.70	

2012-13 (Copy of Audit Report enclosed as Annexure)	Scholarship Fund Grand Total	Rs. 236.00 (Opening Balance) Rs. 1,10,659.00 Rs. 1,10,895.00	Rs. 77,810.00 Rs. 33,085.00 (Closing Balance) Rs. 1,10,895.00	
	Internal Resource Fund Grand Total	Rs. 73,120.00 (Opening Balance) Rs. 1,50,050.00 Rs. 2,23,170.00	Rs. 1,30,950.00 Rs. 92,220.00 (Closing Balance) Rs. 2,23,170.00	
	Research Project Fund Grand Total	Rs. 1,76,248.00 (Opening Balance) Rs. 2,65,924.00 Rs. 4,42,172.00	Rs. 3,16,294.00 Rs. 1,25,878.00 (Closing Balance) Rs. 4,42,172.00	
	College Improvement Fund Grand Total	Rs. 52,63,651.03 (Opening Balance) Rs. 54,19,543.00 Rs. 106,83,194.03	Rs. 52,30,996.00 Rs. 54,52,198.03 (Closing Balance) Rs. 106,83,194.03	
	General Fund Grand Total	Rs. 5,80,003.00 (Opening Balance) Rs. 23,70,567.00 Rs. 29,50,570.00	Rs. 16,03,241.00 Rs. 13,47,329.00 (Closing Balance) Rs. 29,50,570.00	
	Development Fund Grand Total	Rs. 2,16,024.70 (Opening Balance) Rs. 3,59,083.00 Rs. 5,75,107.70	Rs. 2,79,209.00 Rs. 2,95,898.70 (Closing Balance) Rs. 5,75,107.70	
	Magazine Fund Grand Total	Rs. 468.90 (Opening Balance) Rs. 1,31,604.10 Rs. 1,32,073.00	Rs. 95,573.00 Rs. 36,500.00 (Closing Balance) Rs. 1,32,073.00	
Examination Fund Grand Total	Rs. 72,185.20 (Opening Balance) Rs. 32,798.80 Rs. 1,04,984.00	Rs. 6,889.00 Rs. 98,094.00 (Closing Balance) Rs. 1,04,984.00		
Game Fund Grand Total	Rs. 40,715.00 (Opening Balance) Rs. 82,516.00 Rs. 1,23,231.00	Rs. 38,646.00 Rs. 84,585.00 (Closing Balance) Rs. 1,23,231.00		
Student Union Fund Grand Total	Rs. 24,401.70 (Opening Balance) Rs. 81,369.00 Rs. 1,05,770.70	Rs. 69,598.00 Rs. 36,172.70 (Closing Balance) Rs. 1,05,770.70		
Scholarship Fund Grand Total	Rs. 33,085.00 (Opening Balance) Rs. 55,970.00 Rs. 89,055.00	Rs. 59,234.00 Rs. 29,821.00 (Closing Balance) Rs. 89,055.00		

Internal Resource Fund Grand Total	Rs. 92, 220.00 (Opening Balance) Rs. 3, 341.00 Rs. 95, 561.00	Rs. 60, 000.00 Rs. 35, 561.00 (Closing Balance) Rs. 95, 561.00	
ResearchProject Fund Grand Total	Rs. 1, 25, 878.00 (Opening Balance) Rs. 5, 085.00 Rs. 1, 30, 963.00	Rs. 13, 736.00 Rs. 1, 17, 227.00 (Closing Balance) Rs. 1, 30, 963.00	
College Improvement Fund Grand Total	Rs. 54, 52, 198.03 (Opening Balance) Rs. 28, 13,539.00 Rs. 82, 65, 737.03	Rs. 75, 14, 754.00 Rs. 7, 50, 983.03 (Closing Balance) Rs. 82, 65, 737.03	
Biotech Fund Grand Total	Rs. Nil (Opening Balance) Rs. 7, 12, 980.00 Rs. 7, 12, 980.00	Rs. 3, 38, 353.65 Rs. 3, 74, 626.35 (Closing Balance) Rs. 7, 12, 980.00	
Common Room Fund Grand Total	Rs. 3, 356.48 (Opening Balance) Rs. 131.00 Rs. 3, 487.48	Rs. Nil.00 Rs. 3, 487.48 (Closing Balance) Rs. 3, 487.48	

6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).

- University Grants Commission is the main source of funding of the college. College is also keen to secure additional funds from various agencies for college development and other academic purposes. Following are the grants received and utilized by the college:

Table 6.4 Additional Grant/Schemes Merged with Development Grants from UGC

SL. No.	Name of the Scheme	Item	Grants allocated	Grants received	Grants utilized	Remarks
1	Improvement of facilities in existing premises	Common room and toilet facilities for Women	2,00,000/-	2,00,000/	2,15,150/	Fully Utilized

5	Colleges with relatively higher proportion of SC/ST/OBC (NCL)/minority/economically deprived/physically challenged or college is minority institution.	Stipend for students economically deprived, BPL Card Holder of the concerned State/ UT	4,00,000/	80, 000/	81,000/-	Received Grant Fully utilized
6	Special grant for enhancement of initiative for capacity building in colleges	Equipment	2,00,000/	1,05,000/-	1,05,000/	Fully Utilized
		Building classroom laboratory	3,00,000/	2,70,000/	3,38,333/	Fully utilized
		Furniture fixtures for new classroom, laboratory	2,00,000/	Nil	Nil	
7	Establishment of Day Care Centre in colleges	Essential facilities	2,00,000/	2,00,000/	2,09,201/	Fully utilized
8	Colleges in Backward Areas (MS-8)	Building	9,00,000/-	8,10,000/	9,25,853/	Fully utilized
9	Establishment of UGC Network Resource Centre (Second time assistance)	Purchase/ upgradation of computers	1,00,000/	90,000/-	90,900/	Fully Utilized
		Internet Connectivity	60,000/	54,000/-	68,822/-	Fully Utilized
11	Remedial Coaching for SC/ST/OBC (excluding	Equipment	2,00,000/	2,00,000/	2,22,574/	Fully Utilized

	creamy layer) and minorities	Books, Journals, Study Materials	1,00,000/	1,00,000/	1,03,564/	Fully Utilized
		Recurring items including honorarium remuneration, TA, payment to part-time LDC, Contingency	7,00,000/	7,00,000/	7,00,000/	Fully utilized
15	Career and Counseling Cell	Computer with internet, Laser printer, Photocopier, Fax	2,00,000/	2,00,000/	2,09,944/	Fully Utilized
		Hiring charges, TA/DA to Counselor, Resource Persons, Honorarium, Reading Material, Contingency	1,00,000/	1,00,000/	1,00,824/	Fully Utilized
	Total		38,60,000/	31,09,000/	33,71,165/	

6.5 Internal Quality Assurance System (IQAS)

6.5.1 Internal Quality Assurance Cell (IQAC)

a. Has the institution established an Internal Quality Assurance Cell (IQAC)? If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?

Yes the institution has established an IQAC Cell in 2004. IQAC have been reconstituted as per new NAAC guidelines in 2014. Following is the composition of IQAC:--

- (a) Principal
- (b) Co-ordinator
- (c) Librarian as the senior Administrative (Non-teaching) Staff member
- (d) Six senior Teacher members
- (e) One member from management
- (f) One member from local society
- (g) One member from student
- (h) Two members from Alumni

(i) One local entrepreneur as member

Since its inception IQAC has been trying to act as a nodal agency for initiating and assuring quality in every aspect. With regard to quality assurance, IQAC has adopted the following policies:

- Creation of a friendly environment for a well-coordinated academic and administrative functioning.
 - Optimum utilization of the existing structure
 - Continuous up-gradation of infra-structure
 - Academic expansion of the institution
 - Quality instructions to the students and proper and timely evaluation of the teaching-learning process.
- b. *How many decisions of the IQAC have been approved by the management / authorities for implementation and how many of them were actually implemented?*

The Governing Body of the college approves most of the recommendations of IQAC.

- c. *Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.*

Yes, there are three external members in the IQAC. IQAC is in constant touch with the three external members. The IQAC in particular and the college in general are highly benefitted by the valuable suggestions and guidance of the three members. The three members are:

- 1) Dr. Mrigen Das, Founder Principal of the college as well as GB Member who happens to be a NAAC peer team member in his service period, has been offering valuable suggestions towards the improvement of quality of the institution.
- 2) Sri Phani Bhusan Choudhury who is the sitting MLA of the constituency, founder President of the GB and the protagonist of the establishment of this college has been guiding as well as supporting the college fraternity in every aspect from resource mobilization to infra-structure development, from involving himself in the academic, extra-curricular activities to the silver jubilee celebration of the college.
- 3) Sri Jyoti Prasad Goswami - a successful local entrepreneur and a well-wisher of the college and active member of IQAC is another source of inspiration to the student community.

- d. *How do students and alumni contribute to the effective functioning of the IQAC?*

Though the Students and Alumni have no particular role in the functioning of IQAC, they play an active and important role in the programmes organized by IQAC. Few Alumni even take classes occasionally.

- Students and Alumni provide feedbacks about the drawbacks of policies and functioning of the college which helps the authority to upgrade the standard of functioning.
- Ms Bijuli Begum and Mr. Ajay Ray, Asstt. Professor in the Department of Information Technology and Mathematics respectively, are also the members of IQAC.
- For sharing knowledge and experience with the students and staff of the college, few Alumni who has become successful in their respective field render their service by delivering lecture in the programmes organized by the college/ IQAC. Mr. Nayanjyoti Mazumder, an employee of Mahendra Computers (London Office), Mr. Debang Pathak, Research Scholar

pursuing research work in U. K, Dr. Sayan Bayan, a Post Doctoral student of Saha Institute of Nuclear Physics, Dr. Somic Banerjee, Asstt. Professor of B. Baruah College, Guwahati, Mr. Santanu Bhowmic, Faculty members of Path Ways World School (Gurgaon) had delivered lectures in the college with the initiative of IQAC.

- Alumni working in different fields successfully offered their financial as well as moral and active support towards the successful celebration of silver jubilee of the college in 2012.

e. *How does the IQAC communicate and engage staff from different constituents of the institution?*

The composition of the IQAC is such that all stakeholders have to take part in the IQAC activities. IQAC has specific mechanism to communicate and engage the staff from different constituent of the college.

- Seven members of the IQAC including the Coordinator are members of the Teaching Staff.
- Librarian of the college represents the Non-teaching staff of the college.
- General Secretary of the Students' Union Body and two alumni members represent the student and the Alumni community respectively.
- One member from GB and one member from local society represent the management and the local public respectively.
- To implement various quality measures, Principal as well as Chairperson of IQAC constitutes different committees where teaching and non-teaching staff members are included.
- IQAC keep in touch with different stakeholders through meeting, personal interaction and through feedbacks.

6.5.2 *Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'yes', give details on its operationalisation.*

Yes, the college has an integrated policy for quality assurance of the academic and administrative activities. The policy comprises of:

- (a) Feedback from students
- (b) Review of the performance of the institution.

The Academic Council, the Library Advisory Committee, the Infrastructure Committee etc. review the academic and administrative matters.

6.5.3 *Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If 'yes', give details enumerating its impact.*

Yes; the college provides training to its staff for effective improvisation of its quality assurance mechanisms.

- Faculty members regularly update their knowledge through orientation course, refresher course and short –term courses.
- At the initiative of IQAC of the college, a six-day computer literacy programme to the non-teaching staff was organized by the college from 7th June, 2010 to 12th June, 2010 due to which almost all become computer literate.
- Mr. Bhargab Buragohain of S.S. Technologies of Guwahati imparted training on Office Automation to the office staff on 28th April, 2011. The software is found to be helpful for the admission process and keeping Salary accounts of the staff Members.

6.5.4 *Does the institution undertake Academic Audit or other external review of the academic provisions? If 'yes', how are the outcomes used to improve the institutional activities?* **Yes.**

- Birjhora Mahavidyalaya is affiliated to Gauhati University. For renewal of its affiliation status, the college has to go through regular inspections from the Gauhati University authority. A team comprises with senior faculty members of the university visits the college and takes stock of all its academic performance. The committee after evaluation comes up with various suggestions and recommendation.
- Directorate of Higher Education (DHE), Govt. of Assam also reviews annually the academic performances of the college. These are reflected in the Annual Report of the college to be submitted to DHE and Gauhati University.
- AQAR submitted to NAAC and the Data Capture Format (DCF-II) submitted to MHRD, Govt. of India also reflects the academic performance of the college.

6.5.5 *How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?*

IQAC of the college is constituted as per the guidelines of NAAC. The internal quality assurance mechanisms of the college are aligned with parameters and guidelines provided by NAAC. Moreover, IQAC of the college keep in constant touch with the College Development Council of Gauhati University for internal quality sustenance of the college

6.5.6 *What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?*

The institutional mechanism for continuous review of the teaching-learning is entrusted to Academic Committee. Principal is the Chairperson and a senior teacher is the convenor of the Academic Committee. Academic Committee meeting is convened from time to time to review the teaching-learning process.

- Students feedback analysis and result analysis also helps the institution to review the teaching-learning process.
- Activities of Examination Committee also play an important role in monitoring the performance of the students in the continuous evaluation process. Examination Committee has been entrusted for holding Sessional as well as University-controlled End-Semester Examinations.

6.5.7 *How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?*

The college communicates its quality assurance policies, mechanism and outcomes through the following medium to the internal and external stakeholders:

- Through the college prospectus which is a comprehensive publication of the college.
- The newsletter “Dawn” is another media.
- The college web site is regularly updated.
- The college notice board of the institution is another mechanism for direct communication especially with the internal stakeholders.
- The academic calendar is another specific tool.

CRITERIA VII: INNOVATIONS AND BEST PRACTICES

7.1 Environment Consciousness

7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?

To conduct green audit of the college and maintain a clean and green environment inside the college campus an internal mechanism has been developed. The college campus has a vast variety of plants. To create environmental awareness the Department of Botany arranges programmes in collaboration with NEAC, AARANYAK etc.

7.1.2 What is the initiative taken by the college to make the campus eco-friendly?

To form a sustainable college grounds, the whole college community is familiarized with the below mentioned creativities:

(i) Energy conservation:

For appropriate use and saving of power energy electricity power is normally used only when necessary. Notices are put up for benefit of students and staff to put off all electrical usages when not in use to save the power as much as possible on all the classrooms and office rooms in the college campus. Awareness on this issue is also made by direct personal contact. To minimize the power consumption CFL bulbs are used in necessary class and practical rooms. Almost all the classrooms and office rooms are air and light friendly to save energy.

(ii) Use of renewable energy: **Not yet initiated.**

(iii) Water harvesting: **Not yet initiated.**

(iv) Check dam construction: **Not relevant in our case.**

(v) Efforts for Carbon neutrality:

- For reducing the amount of carbon emission, LPG is used in college canteen and hostel for cooking instead of wood.
- The major step for carbon neutrality is the plantation of tree. Teachers as well as students participate in programmes like World Environment Day, World Science Day with plantation inside the college campus and in surrounding areas.
- Garden waste is disposed (compost pit) instead of burning.

(vi) Plantation:

The college takes places much importance on plantation and keeping the college and surrounding areas green. Throughout the year on different occasions plantation programme is carried out. National Environment Awareness Campaign (NEAC) activities also contribute positively by holding plantation programmes in the college campus and in nearby locality. World Science Day and World Environment Day are celebrated every year where one of the agenda is plantation programme. NEAC activities include monitoring water quality, poster presentation, popular talks, film shows targeting different strata of society to address environmental awareness issues. Different Environmental awareness programmes were held in collaboration with an NGO such as ARANYK.

(vii) Hazardous waste management: **Not yet initiated.**

(viii) e-waste management: **Old electronic equipments given to local farms for professional use.**

7.2 Innovations:

7.2.1 Details of information introduced during the last four years which have created a positive impact on the functioning of the college.

- The college class rooms have been upgraded to provide a better learning atmosphere. Green boards have been introduced. Every department has been provided with overhead projector and LCD projectors thus introducing technology added learning.
- Student seminars are conducted regularly to promote student skills.
- Establishment of Book Bank in library for needy students.
- To record the attendance of teachers and office staff, a punching machine has been installed near the office room.
- The teacher staff has a Teacher Welfare Fund with their own contribution which helps the Faculty members financially in different ways.
- Some information such as about the college, faculty profile, admission notices are easily available through the college website for general public and students.
- Every year a bi-annual newsletter named “DAWN” has been published and it is also available in the college website.
- All the departments avail the opportunities of use of internet facility, computer, printer, etc.

7.3 Best practices-

Two best practices which have contributed to the achievement of the institutional objectives and /or contributed to the quality improvement of the core activities of the college.

Best practice – 1 (Criteria: Student Support)

Title of the Practice: Establishment of “Thought for the day” board

Goal

- To motivate the students and staff.
- To create opportunities for sharing personal beliefs among college family.

The Context

- It is rightly said that our thoughts can change our lives. The support that the college extends to its students extends beyond academic areas. Personal counseling on life skills is a must to enable students to take their rightful place in society.
- Positive thinking benefits body, mind and overall health. The “Thought for the day” board contributes to Cultivation of a positive attitude among the students.
- Moreover certain thoughts are relevant for particular dates like Teachers day, World Environmental Day and days at national importance. So awareness is created on these issues.

The Practice

- Thought for the day board it is an endeavour to motivate the students towards positive things. Teacher in charge has been appointed to monitor the practice. Students are encouraged to take part by contributing to the daily thought. The concerned student records the thought contributed in the morning with a temporary marker and also records the same in a diary.
- Moreover the teachers take time between their lectures to discuss the daily thought and motivate the students to make a positive attitude a habit.
- Discussions on the thoughts are shared by the teachers in their leisure time.

Evidence of Success

- Creation of positive motivation among students and staff
- Awareness of significant issues and dates
- Inspiration of students and staff by valued philosophies and ideas displayed on the board.

Problems Encountered and Resources Required

Problem: In the beginning it is seen that some students are hesitant to take part in this practice due to their introvert nature. Other than this no major problem has arisen.

Resource: White board, temporary marker pen, record keeping diary, duster etc

Notes (Optional):

Best practice – 2 (Criteria: Social Responsibility)

Title of the Practice: Establishment of “Red Ribbon Club”

Goal

- The goal of the Red Ribbon Club is to create awareness on social issues. Every year voluntary Blood Donation Day, World Aids Day, National Youth Day etc are observed.

The Context

The Red Ribbon Club was formed on 2nd August, 2011 with a notification by the principal as per the decision of Assam State AIDS Society. An advisory committee was formed. Dr. B. K. Saha was appointment as convener. Students and faculty members have joined to be a part of social service offered by the college.

The Practice

As part of different activities the followings programmes have been conducted.

Date	Programme	Resource Person/ Participants
15 th September, 2011	Awareness meeting on Blood Donation and HIV/AIDS	Dr. S.L. Das, Dr. S. Bhattacharjee, Faculty and Students
September, 2011	Blood Donation Camp	Faculty and Students

1 st December, 2011	World Aids Day celebration by means Drawing competition, and Quiz competition	Students and Faculty
6-7 th March, 2012	Training programme on voluntary Blood Donation	Students
29 th June, 2012	International Day against drug abuse and illicit trafficking.	Dr. Feroz Ahmed, Joint Director, Medical and Health Services Mrs Supriya Debchoudhury, Field Warden, Orsini Care Home Sister Dulari, Director, Orsini Care Home Faculty and Students
21 st January, 2013	Celebration of National Youth Day by awareness programme	Sri Shankar Prasad Chettarjee, Hon'ble Ex-Principal, Bijni Vidyapeeth. Sri Bankelal Sharma, Hon'ble Ex-Principal, Hindi Higher Secondary School Mrs. Chandana Choudhury, Hon'ble Advocate, Bongaigaon

Evidence of Success

- Students who have volunteered for blood donation report that this was a rewarding experience as their action has a direct impact on saving a life. Thus there is seen establishment of personality development and civic responsibility among students.
- Created organizing ability among students.

Problems Encountered and Resources Required

Problems:

- Shortage and untimely release of fund.
- Hesitation for blood donation.
- Lack of extensive awareness programs.

Resource:

Audio Visual Aid, Blood donation equipment

Notes (Optional):

8. Contact Details

Name of the Principal : **Dr. Khanindra Kumar Sarma.**
Name of the Institution : **Birjhora Mahavidyalaya.**
City : **Bongaigaon**
Pin Code : **783380**
Accredited Status : **B**
Work Phone : **Phone & Fax: 03664-228808**
Website : **www.birjhoramahavidyalaya.org**
E-mail : **birjhora1986@gmail.com**
Mobile : **94355 11677**

C. Evaluative Report of the Departments

Evaluative Report of the Department of Botany

1. Name of the department : **BOTANY**
2. Year of Establishment : **1986**
3. Names of Programmes / Courses offered (UG, PG, M. Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : **UG (Major and General Course)**
4. Names of Interdisciplinary courses and the departments/units involved : **Environmental Studies**
5. Annual/ semester/choice based credit system (programme wise)
: **Annual (till 2011) and Semester (introduced from 2011)**
6. Participation of the department in the courses offered by other departments : **Environmental Studies**
7. Courses in collaboration with other universities, industries, foreign institutions, etc. : **Nil**
8. Details of courses/programmes discontinued (if any) with reasons: **Nil**
9. Number of Teaching posts

Designation of the Teaching staff	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	03	03
Asst. Professors	01	01

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dr. (Mrs.) R. Roy	M.Sc. , Ph.D., B.T.	Associate Prof.	Plant physiology and Biochemistry	23 years	Nil
Dr. D.C. Deka	M.Sc. , M. Phil. Ph.D.	Associate Prof.	Cyto-genetics and plant breeding	23 years	Nil
Dr. N. Baruah	M.Sc. , Ph.D.	Associate Prof.	-do-	19 years	Nil
Dr. A. Borah	M.Sc. , Ph.D.	Asstt. Prof.	Angisperm Taxonomy	16 years	Nil

11. List of senior visiting faculty : **Nil**
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : **Nil**
13. Student -Teacher Ratio (programme wise) : UG Student : Teacher = 23:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled:
Nil
15. Qualifications of teaching faculty with D.Sc./ D. Litt/ Ph. D/ M. Phil / PG.
: Ph.D. = 04.
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received
**: National = a. Eight (UGC Minor Research Project)
b. One DBT sponsored Major project
c. Institutional Biotech Hub
sponsored by DBT, Govt. of India)**
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received:
- (i) DBT Project: Dr. D.C. Deka along with Prof. D.C. Deka of Dept. of Chemistry, G.U. total grant 33.23 lakh of which Birjhora Mahavidyalaya gets 1.5 lakh.
 - (ii) DBT sponsored Institutional Biotech Hub: Rs. 33.39 lakh (from 2011-12 to 2013-14)
 - (iii) UGC Minor Research Project: Dr. R. Roy, Rs.1,55,000.00
 - (iv) UGC Minor Research Project: Dr. A. Borah, Rs.1,40,000.00
18. Research Centre /facility recognized by the University **: Nil**
19. Publications: **(2010 onwards)**
- * a) Publication per faculty
 - * Number of papers published in peer reviewed journals (national /international) by faculty and students
Dr. R. Roy: 02 (Journal of Nature Environment and Pollution Technology)
- Dr. D. C. Deka: 03**
1. Composition of Biodiesel from *Gmelina arborea*. Advances in Applied Science research . 2013
 2. Removal of Cu (II) from waste water by hardwood powder of *Areca catechu*.
 3. Seed oils from non-conventional sources in North east India: Potential feed stock for production of biodiesel, natural product research 2014
- Dr. N. Baruah: 01 (in Indian Journal of Agriculture Research: International Journal)**
Dr. A. Borah: 01 (in Pleione : International Journal)
- * Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.): **Nil**
 - * Monographs
 - * Chapter in Books:
Dr. A. Borah : 06 (in proceedings of Seminar, workshop etc. published in form of edited book)
 - * Books Edited
 - * Books with ISBN/ISSN numbers with details of publishers: **Dr. A. Borah: 02** namely-
 - (i) "A hand book of Scientific and Assamese names of plants" 2nd and revised edition, 2013 published by AARANYAK, Guwahati. (ISBN: 81-903669-7-1)
 - (ii) "Asomor Udbhid aru Charai- Parisayatmak Biwaran (Indigenous Plants and Birds of Assam)" –a book on plants and birds of Assam in Assamese language with Botanical and zoological names, descriptions and photographs published by Tezpur University, Tezpur, Assam March, 2010, revised edition with ISBN *in press* 2014.

- * Citation Index : Nil
- * SNIP : Nil
- * SJR : Nil
- * Impact factor : Nil
- * h-index : Nil

20. Areas of consultancy and income generated: Nil

21. Faculty as members in:

**Dr. R. Roy : Life Member, Indian Society for Plant Physiology,
Life Member, Journal of Nature Environment and Pollution Technology
Life member of Assam Horticultural Society
Life Member, Assam Science Society,
Gen. member, Aaranyak (A society for biodiversity
conservation, recognized as SIRO by DST, Govt. of India).**

Dr. D.C. Deka: Life Member, Assam Science Society

**Dr. N. Baruah: Life Member, Assam Science Society,
Life Member, Indian Society for Plant Physiology,
Member, Indian Agricultural Research Communication Centre,
Life Member, Botanical Society of Assam**

**Dr. A. Borah : Life Member, Assam Science Society,
Life Member, East Himalayan Society for Spermatophyte
Taxonomy
Gen. member, Aaranyak (A society for biodiversity
conservation, recognized as SIRO by DST, Govt. of India).**

a) National committees b) International Committees c) Editorial Boards: Nil

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme : **100% (in Env. St. projects)**

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies : Nil

23. Awards / Recognitions received by faculty and students: Nil

24. List of eminent academicians and scientists / visitors to the Department: Nil

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National: Nil

b) International: Nil

c) State: **One Workshop on techniques in molecular biology, organized by Institutional Bio-tech hub.**

26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.Sc. Botany (Major) 1 st Semester (July-Dec'12)	35	25	11	14	Yet to de clear result

B.Sc. Botany (Major) 2 nd Semester (Jan-jun'13)	Do	Do	Do	Do	-do-
B.Sc. Botany (Major) 3 rd Semester (July-Dec'12)	12	12	7	5	-do-
B.Sc. Botany (Major) 4 th Semester (Jan-Jun'13)	Do	Do	Do	Do	-do-
B.Sc. Botany (General) 1 st Semester (July-Dec'12)	55	43	17	26	-do-
B.Sc. Botany (General) 2 nd Semester (Jan-Jun'13)	Do	Do	Do	Do	-do-
B.Sc. Botany (General) 3 rd Semester (July-Dec'12)	03	03	01	02	-do-
B.Sc. Botany (General) 4 th Semester (Jan-Jun'13)	Do	Do	Do	Do	-do-
B.Sc. Botany (Major) 3 rd year (Annual system)	5	5	04	01	100%
B.Sc. Botany (General) 3 rd year (Annual system)	4	4	04	00	100%

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B. Sc. Botany Major course	100%	Nil	Nil
B. Sc. Botany General course	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? NA

29. Student progression

Student progression	Against % enrolled
UG to PG	80% out of 05 in major (final exam.) 2012-'13 90% out of 09 in major in 2013-14
PG to M.Phil.	Does not arise
PG to Ph.D.	-do-
Ph.D. to Post-Doctoral	-do-

<p style="text-align: center;">Employed</p> <ul style="list-style-type: none"> • Campus selection • Other than campus recruitment 	Persuing PG courses
Entrepreneurship/Self-employment	01 entrepreneur

30. Details of Infrastructural facilities
 - a) Library: **01**
 - b) Internet facilities for Staff & Students: **01**
 - c) Class rooms with ICT facility: **Nil**
 - d) Laboratories: **03**
31. Number of students receiving financial assistance from college, university, government or other agencies: **Data not available**
32. Details on student enrichment programmes (special lectures / workshops /seminar) with external experts: **No**
33. Teaching methods adopted to improve student learning:
 - i) Use of Audio-visual techniques,
 - ii) Field study,
 - iii) Class room seminar,
 - iv) Involvement in Biotech Hub
 - v) Outside learning (Discussion with students outside the classroom)
 - vi) Student Project
34. Participation in Institutional Social Responsibility (ISR) and Extension activities:
 - i) Conduction of National Environment Awareness Campaign every year since 1999
 - ii) Delivering popular talks in schools, NGOs, etc. outside the college on different occasions
 - iii) Taking part as Resource Person in orientation programme for the secondary school teachers in Bongaigaon, Chirang and Kokrajhar district.
 - iv) Taking part as Resource Person in Training programme for TET Examinees
 - v) Taking part as Resource Person in training for TET teachers
35. SWOC analysis of the department and Future plans

Strength:

 - (i) Having highly qualified faculties
 - (ii) Good number of students in comparison to nearby colleges
 - (iii) Undisturbed healthy environment

Weakness:

 - (i) Lake of sufficient infrastructure (class room, laboratory, furniture, equipments etc.)
 - (ii) Inadequate laboratory staff
 - (iii) Frequent BANDH calls, HORTAL etc. by various organizations

Opportunity:

 - (i) Willingness of the faculties to involve in academic and research activities
 - (ii) Involvement of faculties and students with corporate activities

Correctness:

 - (i) Contribution to departmental library by donating books and journals to meet the need
 - (ii) Contribution to the department by purchasing instruments, apparatus, chemicals, furniture etc. through sponsored Minor Research Projects conducted by faculties
 - (iii) Conducting NEAC activities and other extension works to involve students in social activities.

Evaluative Report of the Department of Chemistry

1. Name of the department: **: Chemistry**
2. Year of Establishment **: 1986**
3. Names of Programmes / Courses offered (UG, PG, M. Phil., Ph.D., and Integrated Masters; Integrated Ph.D., etc.): **Under Graduate Course**
4. Names of Interdisciplinary courses and the departments/units involved: **Not yet**
5. Annual/ semester/choice based credit system (programme wise) **Semester System**
6. Participation of the department in the courses offered by other departments **Not yet**
7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **Not yet**
8. Details of courses/programmes discontinued (if any) with reasons: **Nil**
9. Number of teaching posts:

Designation	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	3	3
Asst. Professors	1	1

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Mr. Mohan Karki	M.Sc.	Associate Professor	Organic chemistry	27 Years	Nil
Dr. M. N. Thakuria	M. Sc , Ph. D	Associate Professor & HoD	Physical chemistry	26 years	Nil
Dr. Paresh Chakravarty	M. Sc , Ph. D	Associate Professor	Organic chemistry	25 years	Nil
Mr. Pranab Kr. Das	M. Sc	Assistant. Professor	Inorganic chemistry	20 years	Nil

11. List of senior visiting faculty: **Nil**
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: **N/A**
13. Student -Teacher Ratio (programme wise): **54:1**
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **One**
15. Qualifications of teaching faculty with D. Sc/ D. Litt/ Ph. D/ M. Phil / PG.: M. Phil.: **PG: Two, Ph.D.: Two**
16. Number of faculty with ongoing projects from a) National b) International funding agencies

and grants received: **Two (Sanctioned amount; Rs. 1, 05,000/-+Rs.1, 15,000/- =Rs.2, 20,000/- but the amount is yet to receive)**

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: **Projects funded by UGC: Three, Grant amount: Rs.2, 80,000/-**

18. Research Centre /facility recognized by the University: **Not yet**

19. Publications:

a) Publication per faculty : **Dr. M. N. Thakuria: 09**
Dr. Paresh Chakravarty: 04

- Number of papers published in peer reviewed journals (National / International) by faculty and students : **11**
- Number of publications listed in International Database (For E.g.: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.): **Nil**
 - Monographs: **Nil**
 - Chapter in Books: **Nil**
 - Books Edited: **Nil**
 - Books with ISBN/ISSN numbers with details of publishers: **Nil**
 - Citation Index: **Nil**
 - SNIP: **Nil**
 - SJR: **Nil**
 - Impact factor: **Nil**
 - h-index: **Nil**

20. Areas of consultancy and income generated: **Nil**

21. Faculty as members in

a) National committees b) International Committees c) Editorial Boards: **Nil**

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme: **Nil**

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: **Nil**

23. Awards / Recognitions received by faculty and students: **Nil**

24. List of eminent academicians and scientists / visitors to the department: Visited delegates from Gauhati University , Guwahati : **Nil**

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National: **Nil**

b) International: **Nil**

26. Student profile programme/course wise: 2013-14 session:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B. Sc. Semester-I(G)	158	101	56	45	Results are yet to declare
B. Sc. Semester-I(M)	22	21	14	7	-Do-
B.Sc. Semester-III (G)	67	67	31	36	-Do-
B.Sc. Semester-III(M)	9	9	3	6	-Do-
B.Sc. semester-V(G)	10	10	9	1	-Do-

B.Sc. semester-V(M)	8	8	4	4	-Do-
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*M = Male *F = Female

27. Diversity of Students:

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B. Sc. Semester-I	100	0	0
B.Sc. Semester-III	100	0	0
B.Sc. semester-V	100	0	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.?: **No Information**

29. Student progression

Student progression	Against % enrolled
UG to PG	No information
PG to M.Phil.	No information
PG to Ph.D.	No information
Ph.D. to Post-Doctoral	No information
Employed • Campus selection • Other than campus recruitment	No. Information Nil Not known
Entrepreneurship/Self-employment	No. Information

30. Details of Infrastructural facilities a) Library: **Yes, No of Books- 76**

b) Internet facilities for Staff & Students: **Yes, for staff only**

c) Class rooms with ICT facility: **Nil**

d) Laboratories: **Three**

31. Number of students receiving financial assistance from college, university, Government or other agencies: **No Information.**

32. Details on student enrichment programmes (special lectures / workshops / Seminar) with external experts: **Nil**

33. Teaching methods adopted to improve student learning:

Usually conventional method of teaching adopted along with occasional Audio-Visual practice.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: **Participated in Annual College Festival, Students' Union Body Formation, different Students' welfare activities and other socio-economic activities, etc.**

35. SWOC analysis of the department and Future plans:

Strengths: **Co-operation, dedication,**

Weaknesses: **Shortage of faculty, not sufficient departmental arrangement.**

Future Plans: **Not specific.**

Evaluative Report of the Department of Economics

1. Name of the Department: **Department of Economics**
 2. Year of Establishment: **1990**
 3. Names of Programmes / Courses offered (UG, PG, M. Phil., Ph.D., and Integrated Masters; Integrated Ph.D., etc.): **Under Graduate Course**
 4. Names of Interdisciplinary courses and the departments/units involved: **Environmental Studies of Under-Graduate Students**
 5. Annual/ semester/choice based credit system (programme wise): **Semester System (General Course)**
- Course Structure for Economics (Elective)

Year	Semester	Courses	Marks	Credits	Classes per week
First	First	E-101 Elementary Micro Economics	75	6	6
	Second	E-201 Introductory Macro Economics	75	6	6
Second	Third	E-303 Money, Banking and Finance	100	8	8
	Fourth	E-403 Indian Economy with Issues of North-East	100	8	
Third	Fifth	E-503 Public Finance E-504 Introduction to Growth and Development Economics	100	8	8
	Sixth	E-603 International Economics E-604 Planning and Development in India	100	8	8

6. Participation of the department in the courses offered by other departments: **Nil.**
7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **Nil**
8. Details of courses/programmes discontinued (if any) with reasons: **Nil**
9. Number of teaching posts:

Designation	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	One	One
Asst. Professors	One	One

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Mrs. H. B. R. Barman	M.A.	Associate Professor	Agriculture	23 Years	Nil
Mr. H. K. Saud	M. A. , PGDE, M. Phil.	Assistant. Professor HoD	Demography	15 years	Nil

11. List of senior visiting faculty: **Nil**
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: **Nil**
13. Student -Teacher Ratio (programme wise): **10:1**
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **Nil**
15. Qualifications of teaching faculty with D. Sc/ D. Litt/ Ph. D/ M. Phil / PG.: **PG: Two; M. Phil.: One; Ph.D.: One pursuing at IIT, Guwahati.**
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **Nil**
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: **Nil**
18. Research Centre /facility recognized by the University: **Nil**
19. Publications:
- * a) Publication per faculty
 - * Number of papers published in peer reviewed journals (National / International) by faculty and students: **One research paper on Tourism and Development of Assam titled “Ecotourism: A Tool of Conservation of Nature and its Potentiality in Bongaigaon District, Assam” published in Journal of KRB Gills’ College, Guwahati in 2014**
 - * Number of publications listed in International Database (For E.g.: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.): **Nil**
- Monographs: **Nil**
 - Chapter in Books: **Nil**
 - Books Edited: **Nil**
 - Books with ISBN/ISSN numbers with details of publishers: **Nil**
 - Citation Index: **Nil**
 - SNIP: **Nil**
 - SJR: **Nil**
 - Impact factor: **Nil**
 - h-index: **Nil**
20. Areas of consultancy and income generated: **Nil**
21. Faculty as members in
- a) National committees b) International Committees c) Editorial Boards...: **Nil**
22. Student projects
- a) Percentage of students who have done in-house projects including inter departmental/programme: **Involved in in-house project on Consumer Awareness (100%)**
 - b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: **Nil**
23. Awards / Recognitions received by faculty and students : **Nil**
24. List of eminent academicians and scientists / visitors to the department: **Visited delegates from Gauhati University, Guwahati**

25. Seminars/ Conferences/Workshops organized & the source of funding a) National: **Nil**

b) International: **Nil**

26. Student profile programme/course wise: 2014-15 sessions

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B. Sc. Semester-I	15	15	7	2	Results are yet to declared
B.Sc. Semester-III	10	10	8	2	-Do-
B.Sc. semester-V	2	2	2	0	-Do-

*M = Male *F = Female

27. Diversity of Students:

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B. Sc. Semester-I	100	0	0
B.Sc. Semester-III	100	0	0
B.Sc. semester-V	100	0	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.?: **No Information**

29. Student progression

Student progression	Against % enrolled
UG to PG	No information
PG to M.Phil.	No information
PG to Ph.D.	No information
Ph.D. to Post-Doctoral	No information
Employed • Campus selection • Other than campus recruitment	No. Information Nil Not known
Entrepreneurship/Self-employment	

30. Details of Infrastructural facilities a)

Library: **Yes, No of Books- 110**

b) Internet facilities for Staff & Students: **No**

- c) Class rooms with ICT facility: **Nil**
d) Laboratories: **No**
31. Number of students receiving financial assistance from college, university, Government or other agencies:
- | | | |
|------------------|-----------------------------------|----------|
| From Government- | Scholarship for ST students: | 5 |
| | Scholarship for SC student: | 3 |
| | Scholarship for OBC student: | 9 |
| | Scholarship for Minority Student: | 1 |
32. Details on student enrichment programmes (special lectures / workshops / Seminar) with external experts: **Nil**
33. Teaching methods adopted to improve student learning: **Usually conventional method of teaching adopted along with occasional Audio-Visual practice.**
34. Participation in Institutional Social Responsibility (ISR) and Extension activities:
- Participated in Annual College Festival, Students' Union Body Formation, different Students' welfare activities, etc.**
 - Participated in workshop on elementary teachers' training of TET teachers of Bongaigaon district,**
 - Participated in a Lecture programme as resource person on KVK Workshop at Bongaigaon and Kajalgaon.**
 - A study was conducted on Consumer's Awareness among 100 households of Bongaigaon town and nearby villages through sample survey method.**
35. **SWOC analysis of the department and Future plans:**
- Strengths:** Will power, co-operation, dedication, sincerity.
- Weaknesses:** Shortage of faculty, no separate department, no separate departmental arrangement, no departmental internet, no space for departmental well magazine, no major (honours) course, etc.
- Future Plans:**
- Plan for introducing major course in Economics in near future.
 - Forum for conducting socio-economic survey in the locality.
 - Organizing State and National level seminar.

Evaluative Report of Department of English

1. Name of the department : **English**
2. Year of Establishment : **1986**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : **Under Graduate**
4. Names of Interdisciplinary courses and the departments/units involved : **Environmental Studies of UG Course**
5. Annual/ semester/choice based credit system (programme wise) : **Semester System General Course.**
6. Participation of the department in the courses offered by other departments : **Nil**
7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **Nil**
8. Details of courses/programmes discontinued (if any) with reasons: **Nil**
9. Number of Teaching posts

Designation	Sanctioned	Filled
Professors	0	0
Associate Professors	1	1
Asst. Professors	0	0

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the
Mrs Beauty Das	M.A.	Associate Professor	American Literature	20years 4months	Nil

- | | |
|--|-------------|
| 11. List of senior visiting faculty | : Nil |
| 12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty | : Nil |
| 13. Student -Teacher Ratio (programme wise) | : 206:1 |
| 14. Number of academic support staff (technical) and administrative staff; sanctioned and filled | : Nil |
| 15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG. | : 1(one) PG |
| 16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received | : Nil |
| 17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received | : Nil |
| 18. Research Centre /facility recognized by the University | : Nil |
| 19. Publications: | : Nil |
| • a) Publication per faculty | |
| • Number of papers published in peer reviewed journals (national / international) by faculty | |

Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

- | | |
|---|-----|
| • Monographs | Nil |
| • Chapter in Books | Nil |
| • Books Edited | Nil |
| • Books with ISBN/ISSN numbers with details of publishers | Nil |
| • Citation Index | Nil |
| • SNIP | Nil |
| • SJR | Nil |
| • Impact factor | Nil |
| • h-index | Nil |

20. Areas of consultancy and income generated: **Nil**
21. Faculty as members in
(a) National committees b) International Committees c) Editorial Boards... **Nil.:**
22. Student projects
(a) Percentage of students who have done in-house projects including inter departmental/programme. **Nil**
- (b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: **Not known**
23. Awards / Recognitions received by faculty and students: **No Information**
24. List of eminent academicians and scientists / visitors to the department: **Nil**
25. Seminars/ Conferences/Workshops organized & the source of funding:
a) National **Nil**
b) International **Nil**
26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B. Sc 1st Semester	175	175	84	91	90%

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.Sc.1 st &	100%	0%	0%

28. How many students have cleared national and state competitive examinations such as **NET, SLET, GATE**, Civil services, Defence services, etc.? : **Not Known**
29. Student progression

Student progression	Against % enrolled
UG to PG	Not Known
PG to M.Phil.	Not Known
PG to Ph.D.	Not Known
Ph.D. to Post-Doctoral	Not Known
Employed • Campus selection • Other than campus recruitment	Not Known
Entrepreneurship/Self-employment	Not Known

30. Details of Infrastructural facilities
 a) Library: Central & Dept. Library
 b) Internet
 facilities for Staff Students: **Nil**
 c) Class rooms with ICT facility **Nil**
 d) Laboratories: **Does not arise**
31. Number of students receiving financial assistance from college, university, government or other agencies **: Scholarship to ST,SC & OBC students.**
32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts **: Spoken English Course**
33. Teaching methods adopted to improve student learning:
Conventional & occasional Audio-Visual methods.
34. Participation in Institutional Social Responsibility (ISR) and Extension activities:
Participation as Teacher-in-charge in College Festival, Union Body formation etc.
35. SWOC analysis of the department and Future plans: **To use methods of teaching by introducing Language Teaching Laboratory.**

Evaluative Report of the Department of Information Technology

1. Name of the department: **INFORMATION TECHNOLOGY**
2. Year of Establishment: **2003**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., and Integrated Masters; Integrated Ph.D., etc.): **Under Graduate Course**
4. Names of Interdisciplinary courses and the departments/units involved: **Not yet**
5. Annual/ semester/choice based credit system (programme wise) **Semester System**
6. Participation of the department in the courses offered by other departments **Not yet**
7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **Not yet**
8. Details of courses/programmes discontinued (if any) with reasons: **Dose not arise.**
9. Number of teaching posts:

Designation	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	Nil	Nil
Asst. Professors	Nil	2(Contractual)

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Mr.Rupam kumar Nath	M.Sc. IT	Asst. Professor	Information Technology	6Years	Nil
Miss.Bijuli Begum	M. Sc IT	Asst. Professor	Information Technology	3 years	Nil

11. List of senior visiting faculty: **Nil**
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: **N/A**

13. Student -Teacher Ratio (programme wise):	35:1
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled:	Nil
15. Qualifications of teaching faculty with D. Sc/ D. Litt/ Ph. D/ M. Phil / PG.: M. Phil.:	PG: Two, Ph.D.: Nil
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received:	Nil
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received:	Nil
18. Research Centre /facility recognized by the University:	Not yet
19. Publications:	
• a) Publication per faculty :	Nil
• Number of papers published in peer reviewed journals (National / International) by faculty and students:	Nil
• Number of publications listed in International Database (For E.g.: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.):	Nil
* Monographs:	Nil
* Chapter in Books:	Nil
* Books Edited:	Nil
* Books with ISBN/ISSN numbers with details of publishers:	Nil
* Citation Index:	Nil
* SNIP:	Nil
* SJR:	Nil
* Impact factor:	Nil
* h-index:	Nil
20. Areas of consultancy and income generated:	Nil

21. Faculty as members in
 a) National committees b) International Committees c) Editorial Boards.: Nil
- a) Percentage of students who have done in-house projects including inter departmental/programme: Nil
- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: Nil
23. Awards / Recognitions received by faculty and students: Nil
24. List of eminent academicians and scientists / visitors to the department:
 Visited delegates from Gauhati University , Guwahati : Nil
25. Seminars/ Conferences/Workshops organized & the source of funding a) National: Nil
 b) International: Nil
26. Student profile programme/course wise: 2013-14 session

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B. Sc. Semester-I	50	31	20	11	Results are yet to declare
B.Sc. Semester-III	30	30	21	09	-Do-
B.Sc. Semester-V	17	17	15	02	-Do-

*M = Male *F = Female

27. Diversity of Students:

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B. Sc. Semester-I	100	0	0
B.Sc. Semester-III	100	0	0
B.Sc. semester-V	100	0	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?: No Information

29. Student progression

Student progression	Against % enrolled
UG to PG	No information
PG to M.Phil.	No information
PG to Ph.D.	No information
Ph.D. to Post-Doctoral	No information
Employed	No. Information
•Campus selection	Nil
•Other than campus recruitment	Not known
Entrepreneurship/Self-employment	No. Information

30. Details of Infrastructural facilities

a) Library:

Yes, No of Books- 50

b) Internet facilities for Staff & Students:

Yes, for staff only.

c) Class rooms with ICT facility:

Nil

d) Laboratories:

Two

31. Number of students receiving financial assistance from college, university, Government or other agencies:

No Information.

32. Details on student enrichment programmes (special lectures / workshops / Seminar) with external experts:

Nil

33. Teaching methods adopted to improve student learning:

Usually conventional method of teaching adopted along with occasional Audio-Visual practice.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

Participated in Annual College Festival, Students' Union Body Formation, different Students' welfare activities and other socio-economic activities, etc.

35. SWOC analysis of the department and Future plans:

Strengths: **Co-operation, dedication,**

Weaknesses: **Shortage of faculty, not sufficient departmental arrangement.**

Future Plans: **Not specific.**

Evaluative Report of the Department of Mathematics

1. Name of the department : MATHEMATICS
2. Year of Establishment : 1986
3. Names of Programmes / Courses offered
(UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : UG (Science)
4. Names of Interdisciplinary courses and the departments/units involved : PROBABILITY (DEPT. OF STATISTICS) / MAJOR (5TH SEM, PAPER 5.5)
5. Annual/ semester/choice based credit system (programme wise) : SEMESTER SYSTEM (Choice based Credit system)
6. Participation of the department in the courses offered by other departments : ENVIRONMENTAL STUDIES, INFORMATION TECHNOLOGY (Coordinator), PHYSICS (Tensor Calculus)
7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **NIL**
8. Details of courses/programmes discontinued (if any) with reasons : **NIL**
9. Number of Teaching posts

Designation of the Teaching staff	Sanctioned	Filled
Professors	0	0
Associate Professors	3	3
Asst. Professors	0	1(contractual)

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Manabendra Das.	M.Sc., PGDCA	Associate Professor	Applied Mathematics	27 years	NIL
Munindra Nath Das.	M.Sc.	Associate Professor and HoD	Pure Mathematics	26 years	NIL

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dr.(Mrs.) Arundhati Mech	M.A., Ph.D.	Associate Professor	Applied	24 YEARS	NIL
Ms. Sumi Ray.	M.Sc.	Assistant Professor (Contractual)	Applied	From 25 TH August-2014 onwards	NIL

11. List of senior visiting faculty : **NIL**
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : **BSc (General and Major)- 21.87% (2013-14)**
13. Student -Teacher Ratio (programme wise):

Semester	Major/General	Total	S T Ratio	Total	S T Ratio
B.Sc.	2013-14		50.25:1	2014-15	
1 st & 2 nd	Major	33		31	55.75:1
	General	76		90	
	Total	109		121	
3 rd & 4 th	Major	13		19	
	General	50		57	
	Total	63		76	
5 th & 6 th	Major	05		13	
	General	25		09	
	Total	30		22	
	Grand Total	202		219	

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : **NIL**
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG. : **Ph.D=01, PG=03**
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received : **NIL**
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received : **NIL**
18. Research Centre /facility recognized by the University : **NIL**
19. Publications:
* a) Publication per faculty-
Dr. A Mech: 04

1. A study on Attitudes towards mathematics and its impact on the mathematical achievement of school students **International Journal of mathematical education**
2. Relation between School environment variables and mathematics achievement among school students in Bongaigaon district **NCERT: Journal of Indian Education. ISSN 0972-5628**
3. A comparative study of scholastic achievement in Mathematics examination in relation to conceptual understanding and mathematics ability **NCERT : School Science ISSN 0972-5060**
4. The effect of gender on mathematics achievement among school students **Bulletin of the Gauhati University Mathematics Association---ISSN 0975-4148**

* Number of papers published in peer reviewed journals (national /international) by faculty and students : 04

* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

- * Monographs : Nil
- * Chapter in Books : Nil
- * Books Edited : Half yearly bulletin of the college 'DAWN'
- * Books with ISBN/ISSN numbers with details of publishers : Nil
- * Citation Index : Nil
- * SNIP : Nil
- * SJR : Nil
- * Impact factor : Nil
- * h-index : Nil

20. Areas of consultancy and income generated : Nil

21. Faculty as members in

a) National committees:

Assam Science Society (M Das, M N Das, A Mech.),

Assam Academy of Mathematics (M Das, M N Das, A Mech.)

b) International Committees: NIL

c) Editorial Boards:

Mrs. Arundhati Mech

DAWN- Half yearly bulletin of the college.

Mr. Manabendra Das

DIGBALAY- Souvenir of Silver Jubilee Celebration of the college (M. Das)

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme.

Four students have done project work in fulfillment of their course work in 6th semester.

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: Nil

23.Awards / Recognitions received by faculty and students : Nil

24.List of eminent academicians and scientists / visitors to the department : Nil

25. Seminars/ Conferences/Workshops organized & the source of funding a) National : Nil

b) International: Nil

26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received 2014-15	Selected	Enrolled		Pass percentage
			*M	*F	
B.Sc Major	1 st Sem-53	31	24	7	2010: 20%
	3 rd Sem-19	19	15	4	2011: 60%
	5 th Sem-13	13	08	5	2012: 60%
					2013: 100%
					2014: 80%
B.Sc General	1 st Sem- 125	90	70	20	2010: 91.6%
	3 rd Sem-57	57	40	17	2011: 78.5%
	5 th Sem -09	09	09	0	2012: 75%
					2013: 50%
					2014: 63.15%
Total		219	166	53	

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.Sc. Major	100%	Nil	Nil
B.Sc. General	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.? **Data Not available.**

29. Student progression

Student progression	Against % enrolled
UG to PG	2011: 40% 2012: 40% 2013: 100% 2014: 60%
PG to M.Phil.	Not Known
PG to Ph.D.	Not Known

Ph.D. to Post-Doctoral	Not Known
Employed • Campus selection • Other than campus recruitment	Nil Data Not available
Entrepreneurship/Self-employment	Data Not available

30. Details of Infrastructural facilities a)

Library:

Text Books-189, Periodicals-78

b) Internet facilities for Staff & Students:

There are 3 Desk top computers and one Laptop computer with VPN connection.

c) Class rooms with ICT facility:

One LCD Projector is there which is used in the class room.

d) Laboratories:

One computational Laboratory is there with 2 numbers of computer.

31. Number of students receiving financial assistance from college, university, government or other agencies : **Data not available.**

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts : **Nil**

33. Teaching methods adopted to improve student learning:

Traditional Blackboard Method, Audio Visual Aids (with LCD), Home Assignments, Personal Guidance, Problem solving sessions, Home work, Classroom Seminar, Continuous Evaluation are the few of the methods which are generally adopted to improve student learning.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

As a member of Assam Academy of Mathematics and Assam Science Society the teachers of the department take part in training and talent search activities.

35. SWOC analysis of the department and Future plans

STRENGTH:

Single faculty Science college, Qualified, experienced and dedicated teachers in the department with good communication and presentation skills in the field of study, Student Teacher Relation is very good.

WEAKNESS:

No permanent set up for the department, Lack of sufficient infrastructure, Shortage of Faculty, Less number of books in the departmental Library.

OPPORTUNITY:

Increasing number of students in the recent years in comparison to past.

CHALLENGES:

After +2, Meritorious Students of Mathematics of the locality go for Technical Courses, Shortage of sufficient time to teach mathematical concepts in Semester system.

FUTURE PLANE:

- 1) To open skill oriented short term course in Mathematics and Computation for non-Mathematics students of the college.
- 2) To arrange State Level/ National Level Seminars in the Department.
- 3) To use ICT fully in the classroom.

Evaluative Report of Department of Physics

1. Name of the department : **Physics**
2. Year of Establishment : **1986**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : **UG, PhD**
4. Names of Interdisciplinary courses and the departments/units involved : **Nil**
5. Annual/ semester/choice based credit system (programme wise) : **Semester**
6. Participation of the department in the courses offered by other departments : **Environmental Science**
7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **Nil**
8. Details of courses/programmes discontinued (if any) with reasons: **Nil**
9. Number of teaching posts

Designation of the Teaching staff	Sanctioned	Filled
Professors	0	0
Associate Professors	2	2
Asst. Professors	2	1 + 1 (Contractual)

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4
Dr Om Prakash Sah	MSc, PhD	Associate Professor (HoD)	Solid State Physics	28	2
Dr Balen Choudhury	MSc, PhD	Associate Professor	Nuclear Physics	18	0
Monzurul Kader Ahmed	MSc, NET, GATE	Assistant Professor (contractual)	Theoretical Physics	4	0
Jhuma Biswas	MSc, SLET	Assistant Professor	Space and Atmospheric Physics	1	0

11. List of senior visiting faculty : **Nil**
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : **25%**
13. Student -Teacher Ratio (programme wise) : **1st sem (M+G) = (25+97)/4 = 30.5**
3rd sem (M+G) = (21+58)/4 = 19.75
5th sem (M+G) = (11+7)/4 = 4.5
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : **Nil**

15. Qualifications of teaching faculty with DSc/ D.Litt/ **Ph.D**/ MPhil / PG. : **2**
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received : **Nil**
17. Departmental projects funded by DST - FIST; **UGC**, DBT, ICSSR, etc. and total grants received: **Rs.4,92,406 (2007-2010)**
18. Research Centre /facility recognized by the University: *The department is recognised by the Gauhati University for Ph.D. research.*
19. Publications:
- * Publication per faculty: **Dr. Om Prakash Sah: 14**
Dr. Balen Choudhury: 4
Jhuma Biswas: 3
Monzurul Kader Ahmed: 1
 - * Number of papers published in peer reviewed journals (national / international) by faculty and students: **30 (Total); 12 within last 5 years.**
 - * Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database – International Social Sciences Directory, EBSCO host, etc.): **30 (Total); 12 within last 4 years.**
 - * Monographs : **0**
 - * Chapter in Books : **0**
 - * Books Edited : **1**
 - * Books with ISBN/ISSN numbers with details of publishers: **0**
 - * Citation Index : **0**
 - * SNIP : **0**
 - * SJR : **0**
 - * Impact factor:
Dr. Om Prakash Sah: 11.6
Dr. Balen Choudhury: 9.3
Jhuma Biswas: 4.4
Monzurul Kader Ahmed: 2.4
 - * h-index:
20. Areas of consultancy and income generated : **Nil**
21. Faculty as members in
- a) National committees: **PSSI, PANE, ASS, IASTA**
 - b) International Committees: **Nil**
 - c) Editorial Board: **Nil**
22. *Student projects:*
- a) Percentage of students who have done in-house projects including inter departmental/programme: B.Sc. 6th Semester: **100%**
 - b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: **Nil**
23. Awards / Recognitions received by faculty and students: **Ph.D awarded by faculty**
Dr. O. P. Sah and Dr. Balen Choudhury.

24. List of eminent academicians and scientists / visitors to the department:

i) Prof N. N. Singh, HoD Dept. of Physics, Gauhati University

ii) Prof. B K Sarma, Dept. of Physics, Gauhati University

25. Seminars/ Conferences/Workshops organized & the source of funding:

a) National : Nil

b) International : Nil

26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.Sc Major	91	1st sem=25 3rd sem=21 5th sem=11 Total =57	18 15 5	7 6 6	
B.Sc General	108	1st sem=97 3rd sem=58 5th sem=7 Total = 162	75 43 6	22 15 1	

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.Sc. Major	Approx. 100%	Nil	Nil
B.Sc. General	Approx. 100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.:

29. Student progression

Student progression	Against % enrolled
UG to PG	Not known
PG to M.Phil.	Not known
PG to Ph.D.	Not known
Ph.D. to Post-Doctoral	Not known
Employed: • Campus selection • Other than campus recruitment	Not known
Entrepreneurship/Self-employment	Not known

30. Details of Infrastructural facilities

- a) Library: The department has a good collection of books (205 General/Major BSc level + 31 Research level) and study materials (suitable both for normal course and for initiating research works) which are available to students, teachers, and researchers.
- b) Internet facilities for Staff & Students: There are seven computers in the department which are connected with internet. A number of research journals, e-books and other study materials are accessible to the teachers and students through this UGC's INFLIBNET facilities.
- c) Class rooms with ICT facility: One LCD projector is available in the department which has frequently been used in regular classes and departmental seminars.
- d) Laboratories: At present, the department has well equipped laboratories which include one computer-cum-electronics laboratory, one dark room, and one general laboratory. The computer-cum-electronics laboratory is equipped with seven computers and six CROs, along with a good number of modern electronics devices plus kits; both purchased, and assembled by our own major students during the course of their project works.
31. *Number of students receiving financial assistance from college, university, Government or other agencies* : Nil
32. *Details on student enrichment programmes (special lectures / workshops / Seminar) with external experts:*
1. Talk on "Higg's Boson" in the year 2013 by Prof N Singh, Department of Physics, Gauhati University.
33. *Teaching methods adopted to improve student learning:*
- Besides the traditional black board teaching method the audio visual (LCD projector) arrangement is used when necessary. Interaction and discussion sessions as well as departmental seminar are also arranged frequently. Project work is the compulsory part for the final semester students which have been guided by department faculty. Six computers with internet connectivity are available in the department for the academic purpose of students and teachers as well.
34. *Participation in Institutional Social Responsibility (ISR) and Extension activities:*
- The department of Physics has been engaged in creating scientific attitude and temperament to the school children through multifarious activities like quizzes, chart/model competitions, demonstration of scientific tools, scientific popular talk, sky observations, cultural meet etc. One of the faculty members of physics department gives training program for school teachers.
35. *SWOC analysis of the department and Future plans:*
- Apart from their normal teaching and other assigned duties, faculty members of the department of Physics have been paying a great deal of attention towards research activities since the early date of its inception. They frequently take part and present their research work in different national and international seminars. Almost twenty nine research papers, till to date, have been published by the department faculty in leading national and international journals. One Minor and another Major Research Project, sanctioned by the UGC, have also been completed in the department. The students of the department are acquainted about such

research activities from time to time through seminars and interactions. The impact can be seen from the consistent good performances of our alumni in the field of higher education and research, not only within the country but also outside the country. The department of Physics has been recognized by the Gauhati University as the Research Laboratory for Ph.D. research. One associate professor of this department has been also recognized as the Ph.D. research guide by the Gauhati University. At present two students are registered under Gauhati University for their Ph.D. work under the guidance of one faculty member.

Although there are several facilities in Physics Department, it has shortcoming such as less number of faculty member as compared to number of students. Department needs additional laboratory rooms for both the major and general students. The departmental library has also to be improved.

Despite various constrains, the department of Physics has planed to establish one small but effective theoretical research centre in the department to attract and facilitate young and motivated post graduate students and Physics teachers of nearby colleges for initiating their Ph.D. research works. Some progress in this direction has already been made. Also the departmental faculty trying to convey more major/minor project which will be beneficial for some unemployed youths and they can able to avail the opportunities for doing research. To create interest in Science, the department has planning to make arrangement/construct some scientific (physics) kits for high school students.

Evaluative Report of the Department of Statistics

1. Name of the department: **Department of Statistics**
2. Year of Establishment: **1991**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., and Integrated Masters; Integrated Ph.D., etc.): **Under Graduate Course**
4. Names of Interdisciplinary courses and the Departments/units involved: **Not yet**
5. Annual/ semester/choice based credit system (Programme wise) **Semester System**
6. Participation of the department in the courses offered by other departments **Bio-Statistics classes of Zoology Dept.
Major 5th Sem. classes of Mathematics Dept.**
7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **Not yet**
8. Details of courses/programmes discontinued (if any) with reasons: **Dose not arise.**
9. Number of teaching posts:

Designation	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	2	2

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Mr. Nirmal Kumar Das	M.Sc., PGDCA	Associate Professor	Operations Research	24 Years	Nil
Dr. Amal Kumar Deka	M. Sc , PGDCA, Ph. D	Head & Associate Professor	Demography	20 years	Nil

11. *List of senior visiting faculty:* **Nil**
12. *Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:* **N/A**
13. *Student -Teacher Ratio (programme wise):* **42.5:1**
14. *Number of academic support staff (technical) and administrative staff; sanctioned and filled:* **One**
15. *Qualifications of teaching faculty with D. Sc/ D. Litt/ Ph. D/ M. Phil / PG.: M. Phil.:* **listed in Sl. No. 10**
16. *Number of faculty with ongoing projects from a) National b) International funding agencies and grants received* **: One**
17. *Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received:*

	Title	Funding Agency	Amount	year	Status
1	Statistical Study of socio-Demographic Profiles of Elderly Population in Assam	UGC	Rs. 28000	1998	Completed & submitted
2	Longitudinal Study of socio-Demographic Profiles of Elderly Population in Assam Phase-2	UGC	Rs. 90,000	2012	Completed and submitted

18. *Research Centre /facility recognized by the University:* **Not yet**

19. *Publications:*

* a) *Publication per faculty*

Number of papers published in peer reviewed journals (National /International) by faculty and students:* **4

1. Dilip C, Nath and Amal K. Deka. Son preference in a Traditional society: How Elderly Parents see It? Demography India Vol.33, No.1(2004) pp. 33-46.
2. Dilip C. Nath and Amal K Deka : Economic Potentiality among Elderly in Northeastern State of India. In Book "The Elderly Emerging Issues. Bangladesh Association of Gerontology. 2005. Pp 109-127.

3. Dilip C. Nath and Amal K Deka: A Few Improved Aging Indices: An Application to Elderly Population in Assam. Assam Statistical Review Vol.20 No. 1 March 2006, pp 11-40.
4. Dilip C. Nath and Amal K Deka and Donna L. Leonetti.(2007): Health Problems of Elderly Population in Assam and their Correlates. Demography india Vol. 36 No. 1 (2007) pp 99-120.
5. Amal K Deka and Dilip C. Nath Socio-Demographic Correlates Explaining the Longevity of Graying Population in a Traditional Society. International Journal of Pure and Applied Science and Technology. Vol. 6, No. 1, September 2011, pp 21-34.

*Number of publications listed in International Database (For E.g.: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.): **Nil**

- * **Monographs:** **Nil**
- * **Chapter in Books:** **1**
- * **Books Edited:** **Nil**
- * **Books with ISBN/ISSN numbers with details of publishers:** **Nil**
- * **Citation Index:** **Nil**
- * **SNIP:** **Nil**
- * **SJR:** **Nil**
- * **Impact factor:** **Not Known**
- * **h-index:** **Nil**

20. Areas of consultancy and income generated: **Nil**

21. Faculty as members in

- | | |
|-----------------------------|---|
| a) National committees | Indian Association for Study of Population |
| b) International Committees | IUSSP |
| c) Editorial Boards.: | Nil |

22. Student projects

- | | |
|---|------------|
| a) Percentage of students who have done in-house projects including inter departmental/programme: | Nil |
| b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: | Nil |

23. Awards / Recognitions received by faculty and students:

Nil

24. List of eminent academicians and scientists / visitors to the department:

1. Dr. Dibyajoti Bhattacharjee HOD(i/c) Dept. Of Statistics, Assam University, Silchar. Presently Dean of Students' Welfare.

2. Prof. Labananda Choudhury, Professor and ex.HOD Dept. of Statistics, Gauhati University

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National: Nil

b) International: Nil

26. Student profile programme/course wise: 2013-14 session

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled	
			*M	*F
B. Sc. Semester-I(G)	60	54	34	11
B.Sc. Semester-III (G)	39	39	32	7
B.Sc. Semester-V (G)	1	1	1	0

*M = Male *F = Female

27. Diversity of Students:

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B. Sc. Semester-I	100	0	0
B.Sc. Semester-III	100	0	0
B.Sc. semester-V	100	0	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.?:

No Information

29. Student progression

Student progression	Against % enrolled
UG to PG	34 (3 out of 8 admitted in PG course in 2014)
PG to M.Phil.	No information
PG to Ph.D.	No information
Ph.D. to Post-Doctoral	No information
Employed	No. Information
• Campus selection	Nil
• Other than campus recruitment	Not known
Entrepreneurship/Self-employment	Donot have accurate figure

30. Details of Infrastructural facilities
- a) Library: **Yes, No of Books- 150**
- b) Internet facilities for Staff & Students: **Yes, for staff only.**
- c) Class rooms with ICT facility: **One**
- d) Laboratories: **Nil**

31. Number of students receiving financial assistance from college, university, Government or other agencies: **Some students but no records with the dept..**

32. Details on student enrichment programmes (special lectures / workshops / Seminar) with external experts:

- 1. International year of Statistics observed on 21.4.2014.**
Popular Talk on Application of Statistics delivered by Dr. Dibyajyoti Bhattacharjee of Assam University, Silchar ,
- 2. Publication of departmental wall magazine “ANOVA” to encourage students in literary activity.**

33. Teaching methods adopted to improve student learning:

- 1. Traditional Black Board method**
- 2. Use of projector and computer**
- 3. Lesson plan and assignment**
- 4. Encouraging students to deliver lecture on specified topics.**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

- 1- The department conducts MRP on health, economic activity, environmental effects on the elderly population of Assam and the findings of the survey will be helpful to society as well as Government.

2- Engaged in Mathematics Olympiad Examination for tracing young talents in Mathematics

35. SWOC analysis of the department and Future plans:

Strength-

1. Energetic teachers
2. Flow of students

Weakness-

1. No appointment of new teachers
2. Shortage of infrastructure.

Opportunities

1. Capability of offering innovative as well as need based academic programmes.
2. The Department of Statistics already have permitted to start major course.
3. To make the department as a full flagged consulting centre for research purpose.
4. To promote healthy practices such as community service, extension activities, projects for the benefit of the society at large.

Future plans:

1. After coming out three or four batches of students of major course, department have a plan to introduce some course of interdisciplinary manner.
2. For applying a major research project

Evaluative Report of the Department of Zoology

1. Name of the Department: **Zoology**
2. Year of establishment: **1986**
3. Names of Programmes/ Courses offered (UG, PG, M. Phil., Ph. D, Integrated Masters, Integrated PhD, etc): **UG: B. Sc (Major and General)**
4. Names of Interdisciplinary courses and the Departments/
Units involved: **Environmental Studies**
5. Annual/ Semester/ Choice based credit system (program wise):
: **Annual (till 2011) and Semester (introduced from 2011)**
6. Participation of the department in the courses offered by other departments:
As and when requisitions are given by the particular department, teachers of the Zoology Department participate and co-operate to the concerned departments.
7. Courses in collaboration with other universities, industries, foreign institutions, etc.
The Zoology Department has collaboration with Bio-informatics Centre, Gauhati University.
8. Details of courses/programmes discontinued (if any) with reasons: **No such**
9. **Number of teaching posts:**

Faculties	Sanctioned	Filled
Professors	NIL	NIL
Associate Professors	03	03
Asstt. Professors	NIL	01 (Contractual)

10. **Faculty profile with name, qualification, designation, specialization, (D. Sc / D. Litt/ Ph. D/ M. Phil. etc.,)**

11. List of senior visiting faculty: **NIL**

Name	Qualifications	Designation	Specialization	No. of Years of Experience	No. of Ph. D students guided for the last 4 years
P. K. Deka	M. Sc.	Associate Prof.	Fish & Fishery Biology	25	NIL
B. K. Saha	M. Sc, B. Ed., Ph. D	Head & Associate Prof.	Cell and Molecular Biology	25	NIL
P. Devi	M. Sc.	Associate Prof.	Fish & Fishery Biology	28	NIL
Nilkamal Choudhury	M. Sc	Assistant Prof. (Contractual)		1	Nil

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : **25%**

13. Student – Teacher Ratio (Programme wise):

Programme	Total no. of Students	Total no. of Teachers	Student-Teacher Ratio
B. Sc I Semester	111	4	28:1
B. Sc III Semester	70	4	18:1
B. Sc V Semester	30	4	8:1

14. Number academic support staff (technical) and administrative; sanctioned and filled: **01**

15. Qualification of teaching faculty with D. Sc / D. Litt/ Ph. D/ M. Phil/ P. G.:
01(one) Ph. D; 03 (Three) P.G

16. Number of faculty with ongoing projects from

a) National: **NIL**

b) International funding agencies and grant received: **NIL**

17. Departmental projects funded by DST-FIST; UGC; DBT; ICSSR; etc and total grant received: **NIL**

18. Research Centre/ facility recognized by the University: **NIL**

19. Publications:

❖ Publication per faculty:

1. **Dr. B. K. Saha 02**

Title	Journals	Year of publication /Communication
Studies on Annual activity cycle of gonads and breeding behaviour of the endangered frog, <i>Rana leptoglossa</i> (Cope, 1868)	I. J. S. N, Vol. 2(3) 683-691	Saha, B. K and Gupta, B. B. P. (2011)

❖ Number of papers published in peer reviewed journals (National/International) by faculty and students: **NIL**

❖ Number of publications listed in International Database (e.g., Web of Science, Scopus, Humanities, International Complete, Dare Database – International Social Sciences Directory, EBSCO host, etc.): **NIL**

❖ Monographs: **NIL**

❖ Chapter in Books: **NIL**

❖ Books Edited: **NIL**

❖ Books with ISBN/ ISSN numbers with details of publishers: **NIL**

❖ Citation Index: **NIL**

❖ SNIP: **NIL**

❖ SJR: **NIL**

❖ Impact Factor: **NIL**

❖ h-index: **NIL**

20. Areas of consultancy and income generated: **NIL**

21. Faculty as members in:

1. National committees:

- Mr. P. K. Deka: Life member, Assam Science Society
- Dr. B. K. Saha:

- i) Life member, Indian Society of Cell Biology
- ii) Life member, Indian Society of ChronoBiology
- iii) Life member Zoological Society of Assam

- Mrs. P. Devi: Life member, Assam Science Society

a) International committees: **NIL**

b) Editorial Boards: **NIL**

22. Student projects:

a) Percentage of students who have done in-house projects including inter departmental/ programme: Students of **B. Sc 6th Semester; 100%**

b) Percentage of students placed for projects in organizations outside the institution i.e., in Research laboratories/ Industry/ other agencies: **Not Known**

23. Award/ Recognitions received by faculty and students : NIL

24. List of eminent academicians and scientists / visitors to the Department :

i) **Prof. D. K. Sharma, G.U, Assam**

ii) **Prof. S. K. Dutta, North Orissa University, Orissa**

iii) **Prof. R. K. Bhola, G. U, Assam**

iv) **Prof. A. Chatterjee, N. E. H. U, Shillong, Meghalaya**

v) **Prof. Probodh Borah, AAU, Khanapara**

vi) **Prof. Jogen Kalita, G.U, Assam**

25. Seminars/ Conferences/ workshops organized and the source of funding:

A. Details of the National Seminar:

i) UGC File No & Date of Sanction Letter: **No. F.8-07/Sem/Conf/NERO/2011-12/8744 Dated 13 September, 2011**

ii) Amount sanctioned: (i) **Rs. 1, 50, 000/** (UGC, N.E.R.O, Guwahati)
(ii) **Rs. 30, 000/** (C. S. I. R, New Delhi)

iii) Name of the Convener/ Organising Secretary: **Dr. Biplab Kumar Saha, Assoc. Prof. & HoD, Zoology Dept.**

iv) Name and Address of the College: **BIRJHORA MAHAVIDYALAYA, BONGAIGAON, ASSAM**

v) Title of the Activity: **“Recent Research Thrust in Biodiversity Conservation North East India: A hotspot of Biodiversity”**

vi) Date (s): **From 30th to 31st January, 2012**

vii) Venue: **Seminar Hall, Birjhora Mahavidyalaya, Bongaigaon.**

viii) Total no. of participants proposed and actually attended:
Proposed: **41 (Oral Presenters)** Attended: **29 (Oral Presenters)**

B. International Seminar: **NIL**

26. Student profile programme / Course wise [Session: July 2014]

Name of the course/ programme	Applications received	Selected	Enrolled		Pass %
			Male	Female	
B. Sc I Semester (M)	90	26	9	17	Result yet to be declared
B. Sc I Semester (G)	150	62	16	46	--Do--
B. Sc III Semester (M)	21	21	6	15	--Do--
B. Sc III Semester (G)	49	49	24	25	--Do--

B. Sc V Semester (M)	20	20	3	17	--Do--
B. Sc V Semester (G)	10	10	6	4	--Do--

27. Diversity of Students:

Name of the course	% of the students from the same states	% of the students from the other states	% of the students from abroad
B. Sc I Semester	100	NIL	NIL
B. Sc III Semester	100	NIL	NIL
B. Sc V Semester	100	NIL	NIL

28. How many students have cleared National and State Competitive examination such as NET, SLET, GATE, Civil Services, Defense services, etc.

- i) Mrs. Sumita Biswas, NET Qualified in the year **December 2011**

29. Student Progression:

Student Progression	Against % enrolled
UG to PG	50% (approx.)
PG to M. Phil.	Not Known
PG to Ph. D	Not known
Ph. D to Post-Doctoral	Not Known
Employed	Not Known
Entrepreneurship/ Self- employment	Not known

30. Details of the Infrastructural facilities:

- Library:** Having some text and reference books in the Departmental Library with 250 Books collected by donation and as specimen copy from the publishers.
- Internet facilities for Staff & Students:** Available in the department for faculty.
- Class Room with ICT** (Information and Communication Technology) facility: **NIL**
- Laboratories: 02 (Two)**

31. Number of students receiving financial assistance from college, university, government or other agencies.

Data is not available along with Department. However, it has been resolved that student of Zoology Department securing 10 grade point in the B. Sc Final Semester Examination having Major in Zoology will be rewarded with cash prize Rs.2000/ (Rupees Two thousand) by the Faculty members of the Department w. e. f 2014-2015 session.

32. Details on student enrichment programme (Special lectures/ Workshops/ Seminar) with external experts.

- By Seminar
- By excursion
- By workshop
- Through Departmental Wall Magazine
- Through Awareness Meeting

33. Teaching Methods adopted to improve student learning:

- By Over Head Projector
- By LCD Projector
- By distributing hard copies
- By distributing Lesson Plan

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

- Department is conducting Voluntary Blood Donation Camp.
- AIDS Awareness Programme.
- National Youth day celebration.
- International Drug Trafficking day.
- Gender sensitization.

35. SWOC (Strength, Weakness, Opportunity and Challenge) analysis of the department and Future plans:

a. Analysis:

Strength:

- Confident and Committed teaching faculty.
- Trying for holistic growth of the students.
- Good Student-Teacher interaction.

Weakness:

- Ratio of teacher in comparison to students is less.
- We are lack of well furnished laboratory and Zoology Museum.
- Infrastructure are not sufficient to teach the existing students

Opportunity:

- To open P. G courses in Zoology.

Challenge:

- Trying to get autonomous status of the department under DST (FIST)/ UGC

b. Future Plan:

- To conduct some practical workshops for the benefit of students and teachers.
- To conduct International Seminars.
- To have Departmental projects.
- To get two sanctioned post in the Zoology Department.
- To use solar power for the department
- To open help desk during the admission of the students.



GAUHATI UNIVERSITY

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Fax : 91-0361-2700 311
Gopinath Bardoloi Nagar
GUWAHATI - 781 014
Assam : India

No. GU/AFF/14/2866


Date : 11.07.14

From : **Dr. S.K. Nath**, M.A., Ph.D.B.Ed,
Registrar,
Gauhati University

TO WHOM IT MAY CONCERN

This is to certify that Birjhora Mahavidyalaya, Bongaigaon, Dist.-Bongaigaon, Assam is affiliated to the **Gauhati University** since 1988-89 and recognized by the **University Grants Commission** and the following Courses are taught in the said College as per approval.

Sl. No.	Name of the Course(s) and Duration	Affiliation		Period of Validity for the year(s)
		Permanent	Temporary	
1.	Three years B.Sc. General Course in English, Physics, Botany, Chemistry, Mathematics, Zoology	Permanent		2013-14
2.	Three years B.Sc. Major Course in Physics, Chemistry, Botany, Zoology, Mathematics	Temporary		2013-14
3.	Three years B.Sc. General Course in Information Technology, Economics and Statistics	Temporary		2013-14


Registrar,
Gauhati University

30/6/14
30.6.14

UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI-110 002

1st May
April, 1998

No.F.8-17/96(CPP-1)

The Registrar
Gauhati University
Gawahati-781 014
A S S A M

Sub:- List of Colleges prepared under Section 2(f)
of the UGC Act, 1956-Inclusion of New Colleges

Sir,

I am directed to refer to your letter No. GU/UGC/V(12)/98/3862 dated 13.02.1998 and No. 94/UGC/V(12)/98/3970 dated 23.02.98 on the above subject and to say that the names of the following college(s) have been included in the above list under Non-Government college(s) teaching upto Bachelor's Degree:-

<u>Name of the college</u>	<u>Year of Estt.</u>	<u>Remarks</u>
1. Suren Das College, Hajo, P.O. Hajo, Dist Kamrup, ASSAM Pin-781102	1983-84	The College are eligi- ble to receive central assistance in terms of the rules framed under section 12-B of the UGC Act, 1956.
2. (Sh. Mrigen Das) 2. Birjhora Mahavidyalaya P.O. & Dist. Bongaigaon, Assam (Dr. Dayananda Pathak)	1986	

Yours faithfully,

(D.D. MEHTA)
Under Secretary

Copy forwarded to:-

1. The Principal, Suren Das College, Hajo, P.O. Hajo Dist. Kamrup, Assam-781102 ii) Birjhora Mahavidyalaya, P.O. & Dist. Bongaigaon, Assam
2. The Secretary, Govt. of India, Ministry of Human Resource Development, Deptt. of Education, T-14 Section, New Delhi-
3. All Sections, UGC, New Delhi.
4. S.O. (FD-III Section, UGC, New Delhi.
5. Joint Secretary UGC North Eastern Regional Office, 3rd Floor, House FED, Rental Block-5, Beltola-Basistha Road, Dispur Gauhati-781006
6. Guard file.

(S. ARORA)
Section Officer.



BIOTECH CONSORTIUM INDIA LIMITED

5th Floor, Anuvrat Bhawan, 210, Deen Dayal Upadhyaya Marg, New Delhi-110002

Tel : 2321 9064 - 67 Fax : 011- 2321 9063

Email : info.bcil@nic.in, bcildelhi@vsnl.com Website : http://www.bcil.nic.in

BCIL/NER-BPMC/2011-1472

December 16, 2011

The Principal
Birjhora Mahavidyalaya
Dist.: Bongaigaon-783380
Assam

Dear Sir,

Sub.: DBT's Sanction Order No. BT/22/NE/2011 dated November 30, 2011 for implementation of the project "Establishment of Institutional Level Biotech Hubs (IBThubs)" at your organization: Release of first year grant

As you may be kindly aware, the Department of Biotechnology (DBT), Government of India, has setup a North Eastern Region-Biotechnology Programme Management Cell (NER-BPMC) for promotion of Biotechnology in the North Eastern Region of India through Biotech Consortium India Limited (BCIL), a company promoted by the Department of Biotechnology.

We are happy to inform you that your organization has been selected by DBT for setting up of Institutional Biotech Hub. Please find enclosed herewith a copy of the Sanction Order No. BT/22/NE/2011 dated November 30, 2011 of the DBT along with terms and conditions of the grant, format of UC/SE, format of asset acquired, format of memorandum of agreement, etc.

Please find enclosed herewith a demand draft no. 041908 dated 16/12/2011 for an amount of Rs. 19.00 lakhs as first year release towards establishment of Institutional Biotech Hubs at your organization.

We request you to please send the signed Memorandum of Agreement (MOA) on Rs 100/- non-judicial stamp paper as per the format enclosed. You are also requested to send us a signed copy of the terms and conditions of the grant. These two documents are to be signed and sent to us with in a month's time from the date of release of funds to your organization, latest by January 15, 2012.

Kindly acknowledge the receipt.

Thanking you,

Yours faithfully

(Vinod Kumar)
Deputy Manager

CC for kind information to:

Dr. Dinesh Ch. Deka, Associate Professor, Dept. of Botany, Birjhora Mahavidyalaya, Dist.: Bongaigaon-783380, Assam

BIRJHORA MAHAVIDYALAYA
Provincialized Degree Science College,

(Affiliated to GAUHATI UNIVERSITY, Recognized by Govt. of Assam and UGC)

BONGAIGAON- 783 380 (ASSAM)
Phone No. & FAX 03664- 228808, Email – birjhora1986@gmail.com
www.birjhoramahavidyalaya.org



Ref. No. BMB/NAAC/2nd Cycle/2014/1366

Date: 29/11/2014

From:

Dr. K.K. Sarma
Principal
Birjhora Mahavidyalaya
Bongaigaon-783380
Ph. No. (O) 03663228808
(M) 9435511677

Certificate of Compliance

(Affiliated/Constituent/Autonomous Colleges and Recognized Institutions)

This is to certify that BIRJHORA MAHAVIDYALAYA, BONGAIGAON, ASSAM fulfils all norms

1. Stipulated by the affiliating University and/or
2. Regulatory Council/Body [such as UGC, NCTE, AICTE, MCI, DCI, BCI, etc.] and
3. The affiliation and recognition [if applicable] is valid as on date.

In case the affiliation / recognition is conditional, then a detailed enclosure with regard to compliance of conditions by the institution will be sent.

It is noted that NAAC's accreditation, if granted, shall stand cancelled automatically, once the institution loses its University affiliation or Recognition by the Regulatory Council, as the case may be.

In case the undertaking submitted by the institution is found to be false then the accreditation given by NAAC is liable to be withdrawn. It is also agreeable that the undertaking given to NAAC will be displayed on the college website.



Date:

Place:

Principal/Head of the Institution

(Name and Signature with Office seal)

Principal
Birjhora Mahavidyalaya
Bongaigaon