



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

BIRJHORA MAHAVIDYALAYA

**BORPARA, BONGAIGAON, ASSAM
783380**

<https://birjhoramahavidyalaya.in>

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Birjhora Mahavidyalaya, a degree science college at Bongaigaon, Dist. Bongaigaon, Assam, was established as a science college in the year 1986. The college and its affairs are not confined only to the people linked directly to it but are 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 self-appointed custodians with their criticism, suggestions, appreciation, and pride in Birjhora Mahavidyalaya. The college inherits a rich legacy of 38 years of existence in imparting quality higher education to the people of the lower part of Assam. The social accreditation and goodwill that the college has received are a potential source for going ahead with our mission.

Nestled in the lap of Mahadev Hillock, the 16.529-acre 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 are distinctly marked out with boundary walls, scattered Assam-type and RCC buildings, an aesthetically laid-out garden, and a green and clean environment suitable for the pursuit of academic learning.

Birjhora Mahavidyalaya is affiliated with Gauhati University and approved under 2(f) and 12(B) of the UGC Act, 1956. The college had been accredited by NAAC with a B grade in 2004 and 2015 during its first and second cycles of NAAC Assessment and Accreditation.

At present, the college offers six undergraduate (UG) B.Sc. honours programs and an undergraduate (UG) B.Sc. regular program with different subject combinations. Apart from the regular courses, the college also offers various Add-on courses and certificate courses from time to time. At present, there are 10 departments with a student strength of around 524 (Academic year 2023–24).

Vision

Vision of the College:

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

Mission

Mission of the College

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

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

INSTITUTIONAL STRENGTHS:

- Clear Vision and Mission statement.
- Well-qualified and experienced faculty members with good number of publications in indexed journals
- The college has excellent progression records, a high pass percentage and a good number of students opting for higher studies.
- 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
- cordial relationship among all the stakeholders
- Admission of students across all communities and areas who are socially and economically marginalized
- Functioning in a plural and multicultural atmosphere
- Strong socially sensitive extension and outreach initiatives result in inculcation of ethical and societal values
- Student-centric teaching and learning process
- Gender-friendly and Eco-friendly premises
- MOUs with various institutions

Institutional Weakness

Weakness:

- Constraints in academic flexibility and curriculum design due to affiliation to Parent University.
- Single-stream college and hence limited scope to enhance enrollment
- Shortage of teaching and non-teaching supporting staff
- Limited scope for Resource Mobilization
- 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' hostels.

Institutional Opportunity

Opportunity:

- To enrich curriculum through the introduction of new courses.
- Opportunities to upgrade multi-stream institution
- Opportunities to engage Alumni for institutional development, placement and research collaborations
- More welfare schemes are to be introduced

- Young, dynamic faculty: Average age of faculty is 38, providing greater opportunity for exercising technology expertise and innovation in teaching-learning process

Institutional Challenge

Challenges:

- Shortage of teaching and non-teaching supporting staff
- Traditional courses are to be augmented to meet learners' aspiration fully and help in their employment.
- To make MoUs with leading industries for training and placement.
- To overcome the hindrance of academic expansion
- To introduce more innovations
- Motivating students to take part in competitive examinations at the national level
- To attract more serious students towards basic discipline of science and to enable them to pursue higher education and research.
- Motivation of students to work hard for their all round development, such as, acquiring knowledge, having good communication skill, ability to transform knowledge interaction.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Being an affiliated college, the college has to necessarily follow a B.Sc. undergraduate course as designed by its affiliated university, Gauhati University (G.U.). Choice Based Credit System (CBCS) was introduced in the academic session 2019–2020 for the UG program, and from the academic session 2023–2024, the college also successfully implemented the **Four-Year Under-Graduate Program (FYUGP)** under **NEP–2020**.

Whenever there is a meeting on curriculum development, a few senior faculty members are invited and actively participate in the university curriculum designing and revision committee as members of the Committee on Courses and Studies (CCS) of Gauhati University.

The college meticulously develops action plans for effective implementation of the curriculum, keeping in mind the program outcomes and course outcomes.

At the outset of each academic session, the academic committee of the college prepares an academic calendar in line with the academic calendar provided by the affiliated university and conducts protracted meetings with the staff members and examination committee 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.

The college has been following student-centric teaching strategies like lecture methods, participative learning, experiential learning, project work, and fieldwork.

The college conducts continuous internal evaluation (CIE) by holding sessional tests, seminar presentations, field studies, project work, assignments, and maintaining students' attendance as per parent university guidelines.

The college offers an add-on course, a certificate course, and a wide range of generic and Skill Enhancement Course (SEC) options to *integrate cross-cutting issues relevant to professional ethics, gender, human values, the environment, and sustainability.*

Feedback on the curriculum and its delivery from the different stakeholders (students, alumni, teachers, and employees) is collected, analyzed, reported, and made available on the college website. The necessary action is taken to address the issues and communicated to the affiliated university if needed.

Teaching-learning and Evaluation

The admission process is done strictly on the basis of merit, with provisions for the reservation of seats as per the government reservation policy. Utmost care is taken to ensure that the policies are transparent and satisfactory to all. The average enrolment of students for the last 5 years is 80.27%, while the average percentage of seats filled in reserved categories is 89.55%.

At the beginning of the academic session, the principal of the college organizes an orientation program to familiarize students with the code of conduct, the program outcome, and the facilities available in the college, followed by the respective department in the first class, to make them understand the scope and possibilities of the program and its applicability in higher studies and research. The Central Library also conducts an orientation programme for students that helps newcomers learn about various rules of library use and facilities available in the library.

The college also offers a mentoring system to all of its students. Mentor and mentee meet regularly to discuss personal and academic issues.

The college has been following student-centric teaching strategies like lecture methods, participative learning, experiential learning, and project work. fieldwork, hands-on training. students seminar.

There are 11 LCD projectors with screen facilities in various departments that are used for ICT-enabled audio-visual learning resources.

Continuous Internal Evaluation (CIE) is done as per parent university guidelines. The mechanism of the internal assessment is based on sessional tests, seminar presentations, field study, project work, classroom attendance, assignments, group discussions, and maintaining students' attendance, which is transparent and robust in terms of frequency and mode.

The institution uses a transparent, time-bound, and efficient mechanism to deal with internal examination-related grievances. The evaluation of answer sheets for the sessional examination is done within 15 days from the date of the examination and made available to the students for any grievances related to the evaluation.

Research, Innovations and Extension

The college encourages the faculties to pursue research activities under financial assistance from UGC and other sponsoring bodies like DST, CSIR, and DBT.

The recognition of the laboratory of the department of physics as a research laboratory by Gauhati University is a matter of pride for the institution. One faculty member, Dr. Om Prakash Sah, has been recognized as a research guide and one student/scholar has completed a Ph.D. under his guidance.

A rise in paper presentations and publications in peer-reviewed journals has been seen in the last few years. The faculty members of the College have published a total 31 research papers in peer-reviewed Journals and notified on UGC CARE List website in the last five years. One of the faculty members, Dr. Bhabesh Kr, Nath from Physics department, has secured a patent for the title “ Antimicrobial Suture Biomaterials” in the year 2021.

The faculty members of the College have published a total of 29 books and chapters in edited volumes, books and papers in national and international conference proceedings during last five years.

The College has been trying to create an ecosystem for innovations and taking initiatives for the creation and transfer of knowledge by signing MoU in the field of Start-Up Policy. The College has organized many workshops, seminars, and conferences on Research Methodology, Intellectual Property Rights (IPR), Skill Enhancement and Entrepreneurship during the last five years.

The College allows and encourages participation of students and faculty in extension activities through NSS, Red Ribbon Club, Students Union Body and NGOs, as well as in events like National Integration Camp, Voluntary Blood Donation Camps, environment awareness programmes, plantation programmes, cleanliness drives, HIV/AIDS awareness programs, science popularization and social work. The College has conducted a total of 47 extension and outreach activities through NSS unit of the college.

The college has more than 25 functional MoUs with various universities, institutions and corporate houses to undertake inter-institutional cooperative and collaborative activities.

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 acres) of land, approximately 90% of the area falls in the hills. The college has meticulously planned the optimum utilization of the limited plain land for infrastructure development to facilitate the ever-increasing teaching-learning requirements.

There has also been an increased integration of education technology. Well-equipped Computer Labs and LCD projectors, Overhead projectors, are available to the faculty for computer-aided teaching. The computer facility is always available for any need-based assistance in using ICT. The library has continuously updated learning resources and modernized its operation.

For annual maintenance and repair of the infrastructure in a systematic manner, the college has an Infrastructure and Construction Committee. The college has staff appointed for the maintenance and upkeep of the infrastructure, facilities, and equipment. The college recently has taken significant steps for the upgradation and maintenance of equipment.

The central library is automated with the ILMS SOUL 2.0 for all the in-house operations. It houses 12965 books, Periodicals 6, Newspapers 03, CD's/ DVD's 113, and access to N-List& DELNET.

The Women's Hostel has 16 well-ventilated rooms with a capacity of 34 students. It has a regular water supply and electricity with proper safety and security measurements.

Biometric attendance system for employees and CCTV surveillance systems have been augmented since 2017. The WIFI connection facilities have been increased in college premises with bandwidth in the office (100 Mbps), IQAC and Digital conference room (JIO-Air fibre:), departments (100 Mbps), and central library (100 Mbps).

The college has eleven ICT-enabled classrooms, internet-based Central Library facilities, and other IT tools like Desktops, Laptops, projectors, etc. The institution also constantly upgrades its IT facilities for better dissemination of information.

The WIFI connection facilities have been increased in college premises with 100 Mbps Reliance JIO-Air fibre bandwidth in the Office, IQAC and Digital conference room, Departments, and Central Library.

The college has designed a Policy and Procedure for the usage and maintenance of physical and academic facilities.

Student Support and Progression

The college is committed to providing wide-ranging academic and other support to its students so that there is all-around development for them.

There is a close relationship between the teachers and students at the college. Personal counseling is done by teachers through the mentor-mentee system of the college.

A total of 1795 students have been benefited by scholarships and freeships provided by the institution, UGC, government, and non-government bodies during the assessment period, with a total amount of Rs. 17293107. The total percentage of students benefiting from scholarships and freeships was 60.68% during the last five years.

The college has taken many capacity-building and skills-enhance initiatives through RUSA Finishing School Scheme on Soft skills, communication skills, public speaking, interview skills, leadership skills, resume writing, etc. Apart from this, college regularly organized various activities through IQAC & NSS unit of the college for *capacity development and skills enhancement activities on Life skills* (Yoga, physical fitness, health and hygiene) and ICT/computing skills.

The students support systems include a Grievance Redressal Cell, Anti-Ragging Cell, a Student Union, Career Guidance and Counseling Cell, Women's Cell, Alumni Association, Remedial classes, NSS and personal counseling by teachers and college management. It is worth mentioned that no instances of ragging have been reported during last five years.

- A total of **304** students progressed to higher education (UG to PG, B.Ed., etc) and got admitted in various universities and institutions.

- The total percentage of placement of outgoing students and students progressing to higher education during the last five years is **69.57%**
- *The total Percentage of students qualifying in state, national, and international level examinations (JAM, SET, and TET) during the last five years is **18.92%***

The Alumni Association of the college has been registered under Societies Registration Act, 1860, by the Government of Assam.

The Alumni Association offers awards to the best students in different disciplines of study. They also provide financial contribution for the academic upliftment of students.

Alumni Association periodically organizes seminars, webinars, and interaction programs for students in collaboration with IQAC, where some of the distinguished alumni are invited as resource person.

Governance, Leadership and Management

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

The college's governance depicts its dedicated works towards achieving its envisioned status as a Center of Excellence in Higher Education.

To ensure **decentralisation** and participatory management, various sub-committees are constituted by the principal, viz., the Examination Committee, Prospectus and Admission Committee, Class Routine Committee, Library Advisory Committee, Budget and Purchase Committee, Research Promotion Cell, Seminar and Extension Education Cell, Grievance Redressal Cell, Academic Committee, Admission Committee, Grievance Redressal Committee, NEP 2020 Taskforce, Career Guidance Cell, etc.

To **sustain institutional growth**, the college has measures to implement e-governance in all areas of operation, viz. admission, teaching and learning, finance, e-notice, feedback collection, library automation and general administration. college authority decentralizes its activities through IQAC and HODs.

Birjhora Mahavidyalaya has set short-term plans for **NEP implementation**, ensuring universal access to education at all levels through awareness programmes and workshops.

The college administration is committed to undertaking a number of welfare measures for the employees as per the provision of the existing government rule and/or initiative from college, namely, pension, PF, gratuity, GIS, leave facility, medical facility, sports facility, gym & Yoga facilities, financial assistance to teacher for professional development and other cognitive support.

The College conducts internal and external financial audits regularly. The IQAC undertakes quality initiatives for quality sustenance and enhancement among all stakeholders.

Institutional Values and Best Practices

- The college has many best Practices to enhance and supplement the teaching and learning activity of the college and for the overall development of the college.
- The institution has conducted several programs through NSS unit of the college for the promotion of gender equity & sensitization
- The institution promotes gender sensitization through co-curricular activities like workshops, seminars, guest lectures, street plays, poster exhibitions, counseling, etc.
- The institution provides safety and security facilities for staff and students, such as CCTV Surveillance throughout the campus and security arrangement.
- girl's common room is provided with a vending and disposal machine for the safe and hygienic disposal of sanitary napkin.
- The institution organized 'a self-defense training programme' for the girl students of the institution at regular intervals.
- The Women's cell organizes a number of activities for women's empowerment
- Separate rest rooms and wash rooms are there for the girl and boy students
- The college places much importance on plantation and keeping the college and surrounding areas green. Plantation is a regular practice on every occasion.
- To maintain green campus, college adopt various initiatives, such as installation of Solar energy plant, use of energy-efficient equipment such as LED bulbs and power, observation of a zero-emission day, rain water harvesting, the ban on single-use plastic inside the campus, No smoking/tobacco-free campus, a periodical cleanliness drive, etc.
- There are more than 300 different species of herbs, shrubs, and trees available, with almost 70% of the campus green.
- The Institution has made the environment disability-friendly and barrier-free by making ramps at different corner of the campus
- The college has taken many initiative to provide an inclusive environment and tries to inculcate communal harmony and tolerance, like Covid-19 Pandemic Awareness, Swachhata hi Sewa, Promoting Yoga for Mental and Physical Well-being, Free Coaching to school students, Career Counseling Programme, Food Item Distribution, Flood Relief Donation, Cultural Exchange Program, Blood Donation Camp, " Azadi Ka Amrit Mohotasav" campaign, etc.
- The college regularly observed "Days of National and International Importance" with due solemnity

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	BIRJHORA MAHAVIDYALAYA
Address	Borpara, Bongaigaon, Assam
City	BONGAOGAON
State	Assam
Pin	783380
Website	https://birjhoramahavidyalaya.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Hemonti Bala Ray Barman	03664-295088	8638351483	-	birjhora1986@gmail.com
IQAC / CIQA coordinator	Sanjib Kumar Baglari	091-8876078428	8876078428	-	sanjibaglari@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	

State	University name	Document
Assam	Gauhati University	View Document

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC	23-02-1998	View Document
12B of UGC	23-02-1998	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Borpara, Bongaigaon, Assam	Semi-urban	16.5	3209.278

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted

UG	BSc,English, General	12	HS	English	300	256
UG	BSc,Botany, Major	36	HS	English	32	32
UG	BSc,Botany, General	36	HS	English	70	68
UG	BSc,Chemistry, General	36	HS	English	165	165
UG	BSc,Chemistry, Major	36	HS	English	25	22
UG	BSc,Economics, General	36	HS	English	30	16
UG	BVoc,Information Technology, General	36	HS	English	42	42
UG	BSc,Computer Science, General	36	HS	English	33	33
UG	BSc,Mathematics, Major	36	HS	English	35	21
UG	BSc,Mathematics, General	36	HS	English	103	103
UG	BSc,Physics, Major	36	HS	English	32	32
UG	BSc,Physics, General	36	HS	English	72	72
UG	BSc,Statistics, General	36	HS	English	46	27
UG	BSc,Statistics, Major	36	HS	English	15	10
UG	BSc,Zoology, Major	36	HS	English	37	37
UG	BSc,Zoology, General	36	HS	English	65	65

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				6				17			
Recruited	0	0	0	0	3	3	0	6	7	6	0	13
Yet to Recruit	0				0				4			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff						
	Male		Female		Others	Total
Sanctioned by the UGC /University State Government						11
Recruited	6		1		0	7
Yet to Recruit						4
Sanctioned by the Management/Society or Other Authorized Bodies						0
Recruited	0		0		0	0
Yet to Recruit						0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	1	0	6	3	0	11
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	2	2	0	1	3	0	8
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	3	7	0	10
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	0	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	130	0	0	0	130
	Female	126	0	0	0	126
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	12	10	8	11
	Female	9	11	13	10
	Others	0	0	0	0
ST	Male	7	18	16	19
	Female	5	12	14	11
	Others	0	0	0	0
OBC	Male	30	25	22	29
	Female	15	20	23	16
	Others	0	0	0	0
General	Male	65	60	80	86
	Female	43	42	72	56
	Others	0	0	0	0
Others	Male	10	9	8	9
	Female	5	6	7	6
	Others	0	0	0	0
Total		201	213	263	253

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	The Birjhora Mahavidyalaya is affiliated under Gauhati University, it has to follow the guidelines and syllabus prescribed by the university, as mandate. As a result, independent planning to include multidisciplinary subjects as per National Education Policy 2020 is not admissible. However, the college has prepared itself the institutional development plan (IDP) containing short term / long term goal to evolve into a multidisciplinary institution, if there is any guideline from the affiliating university for the implementation of NEP 2020.
2. Academic bank of credits (ABC):	Birjhora Mahavidyalaya is an affiliated college of Gauhati University. In the direction of Academic Bank of Credits the guidelines issued by the affiliating university is being implemented by the college. Birjhora Mahavidyalaya is an affiliated college of Gauhati University.
3. Skill development:	The college offers its students the Ability Enhancement Courses and Skill Enhancement Courses as per their curriculum designed by Gauhati University. The college organizes various activities/training programs for the development of soft skills, life skills, values, vocational guidance etc through RUSA Finishing school scheme. In addition to this course, the college also offers certificate courses in Computer Application and other field to develop discipline related skills and hands-on approach.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	The college uses the mother tongue/local language as a medium of instruction and /or uses Bi-lingual (Assamese, Hindi, English) teaching practices and thus promotes the strength, vibrancy and usage of Indian Languages. This also helps in building an equitable education environment and improves education standards in the college. The college believes this initiative will prepare our students to live harmoniously in a local, national and global society. The college regularly conduct seminars, workshop for students to promote Indian culture and heritage. The Central Library also have a collection of books on languages, religion, art and culture that are available for students. The students are exposed to need and importance of protecting Indian traditional knowledge related to science, engineering, agriculture and medicine through their extra-curriculum activities like assignment, project work,

	<p>dissertation, field trip etc. . Apart from this, students are sensitised in universal human values during the induction program. The college follows the syllabi and the assessment criteria as given by the parent university. It would adopt whatever changes as and when the university introduces them as per the New Education Policy.</p>
<p>5. Focus on Outcome based education (OBE):</p>	<p>The courses offered by the College are based on the curriculum designed by the University of Gauhati. A few faculty members of the college are also involved in designing this curriculum. In addition, the college has created an ecosystem for transformation of curriculum towards outcome based education. The college empowers students to become a good citizen, teachers, entrepreneurs, scientists, soldiers, and administrator through its teaching learning process. Further, the college also organizes several academic events for students/faculties such as seminar/webinar/workshop to provide interactive platform for knowledge acquisition. All course syllabi have been designed by parent university with due consideration to social needs at large, so as to apply the spirit of NEP. One of the objectives of NEP 2020 is the transformation of concepts into practice. Several new initiatives have been taken by the college in this direction: 1. Creating a learner centric environment: focus on students understanding of the outcomes of the course; 2. Facilitating academic and research as well as problem solving skills-based discussions conducted in the class. 3. Mentoring and continuous assessment of learners: 4. Mentor-mentee meeting conducted on regular basis to address several problems of students. Encouraging application of knowledge for solutions: 5. Students were sensitized towards the sustainable environmental goals through the classes taken as a part of their curriculum under Environmental Science course.</p>
<p>6. Distance education/online education:</p>	<p>The college is carrying out its teaching-learning process in blended mode where continuous monitoring and evaluation is done to ensure that faculty can do timely intervention so that students can understand and remove their weakness in a time bound manner. For this purpose, the college has used free version of Google Suite, Google tools like Google Meet, Google Classroom, Google Calendar amongst others and Microsoft Teams to develop and deliver the entire teaching learning process in an</p>

online environment in addition to offline teaching and interaction. Students and faculty are encouraged to complete various certification courses offered by SWAYAM, NPTEL, IIRS-ISRO Outreach program. During the COVID-19 pandemic period, the college adopted online teaching learning process and implemented successfully. Beside this, college has study centre of IGNOU, IDOL and KKHOU for distance education.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Yes. As per notice from Principal's office dated 22-12-2023 (BMB/ELC/2023/867).
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	Yes. The General Secretary (GS) of the college is appointed as the students' coordinator and Dr. Reshmi Bhattacharjee (Assistant Professor) has been appointed as the coordinating faculty.
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	ELC has undertaken the following programmes: 1. Voter awareness camp has been organized in college and neighbouring areas prior to election in association with SVEEP Cell prior to Lok Sabha Election 2024. 2. Members of ELC organised an awareness campaign and informed all students of the college about the process of voting. 3. Special Camp was organised in college campus for registration of any new voters.
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	Awareness drives have been conducted by NSS and ELC in college and neighbouring areas to inform and aware citizens about enrolling as voters and exercising their right to vote.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	Negligible. The following efforts have been taken by the college to institutionalize mechanisms to register eligible students as voters- 1. Awareness camp has been organised in college prior to Lok Sabha elections 2024, to inform all students to register in the electoral roll and to exercise their right to vote. 2. The college website hosts link to National Voters' Service Portal.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
495	545	642	622	654
File Description		Document		
Institutional data in prescribed format		View Document		

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 22

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2.2

Number of teaching staff / full time teachers year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
22	22	21	22	20

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
147.95	76.27	102.74	102.74	95.04

File Description	Document
Upload Supporting Document	View Document

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

Being an affiliated college, Birjhora Mahavidyalaya is guided by the regulations and syllabus prescribed by Gauhati University. The college ensures effective curriculum planning and delivery, through which students are able to achieve their learning goals. From the academic session 2019-2020, the college implemented the Choice **Based Credit System (CBCS)**, and from the academic session 2023-2024, the college also successfully implemented the **Four-Year Under-Graduate Program (FYUGP)** under **NEP-2020** as implemented by the affiliating university. Academic planning and implementation, continuous internal evaluation, and providing necessary support to the main components of effective curriculum delivery by keeping in mind the program and course outcomes.

- **The Academic Calendar** is prepared by the **academic committee** on the basis of the circular received from the affiliated university at the beginning of every academic session, which is later uploaded to the college website. The academic calendar includes probable teaching days, dates of sessional examinations, curricular & co-curricular activities, extension-related activities, etc.
- Before the beginning of each academic session, a master **class routine** is prepared by a **routine committee**, which is entrusted with the task of allocating an appropriate number of credit points to classrooms for various subjects.
- Every department follows the master class routine and prepares a separate departmental class routine to distribute classes & prepare the **course distribution** of the syllabus for each faculty member semester-wise. Based on the teaching assignments allotted, all teachers prepare **lesson plans** according to the number of lectures allotted for each topic.
- Every year, the principal of the college organizes an orientation program (induction meeting) for newly admitted students to make them aware of the rules & regulations of the institute for curriculum delivery and implementation at the beginning of the first semester.
- Along with the traditional chalk-and-talk method, teachers are encouraged to make maximum use of **ICT tools** during class lectures.
- Special care is taken to address the problems of slow learners, advanced learners, and first-generation learners. Social networking sites are also used by departments for communication and interaction between faculty and students beyond class hours.
- **Academic committee** and **examination committee** meetings are convened by the heads of the institution at regular intervals. Assessment of syllabus completion status by the individual faculty members and planning for other academic activities like student seminars, fieldwork, class tests, and assignment allotment are discussed.
- **The Examination Committee** oversees the sessional examinations for each semester. The sessional examination program is prepared and circulated by the examination committee, and the departments conduct the examination.

- The head of the department allots the duties of paper setting and examining different papers for the sessional examinations.
- The internal assessment marks of the students are allotted strictly on the basis of different parameters like class attendance, student seminars, home assignments, etc., as per university guidelines.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 8

File Description	Document
List of students and the attendance sheet for the above mentioned programs	View Document
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	View Document
Institutional data in the prescribed format	View Document
Evidence of course completion, like course completion certificate etc. Apart from the above:	View Document

Other Upload Files

1

[View Document](#)

1.2.2

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 10.95

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online

courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
85	117	101	0	21

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment

1.3.1

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum

Response:

- Environment and Sustainability: About Environment and Sustainability-Related related issues, The College conduct the following activities: Seminars, awareness program, and lecture programs by experts; Mass tree plantations; Poster competitions; and competitions on world environment day celebration Swaccha Bharat Abhiyan, a tobacco-free campus, a plastic ban within the college campus, and the observation of zero-emission day.
- Gender Equity: The institute organize special programs on gender equality and sensitization and a series of invited talks.
 - Women Safety Programme
 - Guidance lecture for female students
 - Programme on Women Empowerment
 - Self-Defense training for female students
 - Internal Compliance Committee for Sexual Harassment and Anti-Ragging
 - Girls' Common Room
 - Female Representative at Union Body, various cells/committee
 - Girls' Toilet
 - Celebration of International Women's Day
- Human values: Beside the syllabus, the institution organizes various programmes on human values:
 - Blood Donation Camp.
 - Celebration of Independence Day, Har Ghar Tiranga
 - Republic day,
 - Teachers' Day,
 - Gandhi Jayanti etc.

- Students' Day
- Ek Bharat Shrestha Bharat (National Unity Day)
- Flood Relief Donation
- Cloth Donation
- Integrity is a way of life
- Vigilance Awareness Week
- NSS volunteers are sent for various extra-curriculum activities so that the students get familiar with their social responsibility. NSS unit is very active and regularly arranges social and cultural activities in the college and adopted village.
- Professional Ethics: Ethical practices such as truthful information, facts, and unprejudiced approach are taught in content of syllabus and also by organizing seminar, workshops, etc.. Career Guidance Cell organizes placement activities, including training, on a regular basis as per the job requirements of industry and government policy.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.3.2

Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 37.98

1.3.2.1 Number of students undertaking project work/field work / internships

Response: 188

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.4 Feedback System

1.4.1

Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: A. Feedback collected, analysed, action taken& communicated to the relevant bodies and

feedback hosted on the institutional website	
File Description	Document
Feedback analysis report submitted to appropriate bodies	View Document
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	View Document
Action taken report on the feedback analysis	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 80.27

2.1.1.1 Number of seats filled year wise during last five years (Only first year admissions to be considered)

2022-23	2021-22	2020-21	2019-20	2018-19
201	213	263	253	274

2.1.1.2 Number of sanctioned seats year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
300	300	300	300	300

File Description

Document

Institutional data in the prescribed format

[View Document](#)

Final admission list as published by the HEI and endorsed by the competent authority

[View Document](#)

Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.

[View Document](#)

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 89.55

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

2022-23	2021-22	2020-21	2019-20	2018-19
93	111	111	111	71

2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
111	111	111	111	111

File Description	Document
Institutional data in the prescribed format	View Document
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	View Document
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.2 Student Teacher Ratio

2.2.1

Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response: 22.5

2.3 Teaching- Learning Process

2.3.1

Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

Response:

A learning system can enhance a traditional face-to-face learning environment by increasing student engagement and collaboration. The main objective of learning systems is to enhance the learning process. Teaching is most effective and fruitful when students actively participate in the learning process. The academic policy of the college is student-centric, where teaching methods, experiential, participatory learning, and problem-solving methodologies are put into practice in the teaching-learning process.

1. Teaching Method:

The institution emphasizes the use of ICT-enabled tools in the teaching-learning process. Faculty and students use PowerPoint presentations frequently for effective and efficient engagement of teaching-learning processes. All the departments have WhatsApp groups with their students, through which the teachers remain in constant interaction with the students. Teachers use Google Class, which is a platform that allows them to create online classes.

Students are assigned work through the online mode. During the pandemic and afterward, student seminar presentations were organized in online mode.

2. Experiential learning:

It helps the students with critical thinking, problem solving, and decision-making in contexts that are personally relevant to them.

Field studies are arranged for students at botanical, zoological, historical, and environmentally important places, where students are advised to observe places, collect photographs for further study. Every semester, most of the department organizes student seminar presentations.

3. Participative Learning:

Organizing peer coaching helps them to motivate and improve their communication skills along with their authority over the topic. Peer coaching activities create an atmosphere of engaged learning. Students are involved in taking classes at their adopted school. Organizing group discussions to promote communication ability, generate ideas, and develop interpersonal skills. Writing for departmental wall magazines and college magazines helps students develop their creativity. Learning by doing provides real-world experience by allowing students to get their hands directly on whatever they are learning, creating a sense of empowerment.

4. Problem-solving methodology:

Projects are assigned to students, wherein students get an opportunity to apply their learning as well as explore their innovativeness. Students are assigned project work or dissertations under a supervisor.

File Description	Document
Upload Additional information	View Document

2.4 Teacher Profile and Quality

2.4.1

Percentage of full-time teachers against sanctioned posts during the last five years

Response: 93.04

2.4.1.1 Number of sanctioned posts year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
23	23	23	23	23

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	View Document

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response: 69.16

2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
17	17	15	13	12

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	View Document
Institution data in the prescribed format	View Document
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.5 Evaluation Process and Reforms

2.5.1

Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

Response:

The mechanism of internal and external assessment is transparency:

1. The tentative date of the semester examination (a component of internal assessment) is published in the academic calendar at the commencement of each academic year.
2. The examination committee prepares the examination schedule, which is communicated to the students through the central notice board, the college website, and other social networking sites, namely WhatsApp groups. Besides, concerned teachers make announcements in the classrooms.
3. The internal evaluation is undertaken as per the university rules of the Choice-Based Credit System (CBCS).
4. All the teachers of concerned courses are asked to set up question papers [as per the guidelines of the university] by the Head of the Departments, who is entrusted to compile and prepare the final question paper.
5. The exam is conducted as per the common schedule prepared by the college examination committee.
6. For transparency and accountability, the answer sheets after evaluation are shown to students for their information in the evaluation process. If necessary, retests are also conducted.

7. Class attendance marks and home assignment marks (another two components of internal assessment) are also shown to the students for their verification based on their performance.

8. Final internal assessment marks are displayed on the notice board of each department as well as shared with students through the departmental WhatsApp groups.

The grievance redressal system:

1. Grievances related to University Examinations:

The grievances in connection with the student's mark sheets regarding name, course name, programme name, and any other issues are generally resolved by the **Grievance Redressal Committee** under the presidency of the Principal by communicating with Gauhati University. Furthermore, as per the norms of Gauhati University, if the students are not satisfied with their obtained marks in the end-of-semester examination, they may apply for re-scrutiny, photocopying, and re-evaluation of their answer script(s) by depositing the prescribed fees.

2. Grievances related to internal examination:

1. Students are given opportunities to discuss any concerns or grievances about internal assessment outcomes (marks of a sessional test, home assignment, seminar, etc.).

2. The answer scripts for the sessional examination are evaluated within 15 days from the date of the examination, and the evaluated answer script is discussed and shown to students for their clarification, and they can make any queries on it.

3. Opportunity is also given to the students to reappear in internal tests, if they fail to appear due to their engagements in extracurricular activities or due to valid personal reasons.

File Description	Document
Upload Additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

Response:

The College has clearly stated program Outcomes (POs), program-specific Specific Outcomes (PSOs) and Course Outcomes (COs) for all academic programmes.

The POs of the College contain the below mentioned attributes:

- Outcome of Knowledge
- Outcome of Skill
- Outcome of Attitude
- Outcome of Values
- Outcome of Ethics, and
- Generic capabilities

POs will help the graduates of the college to think critically, communicate effectively, and interact socially, facilitate them being empathetic, ethical and environmentally conscious citizen, and make them lifelong learners.

Whereas, the COs are designed based on every portion or series under each Course to fulfil each PO. While designing the COs, more emphasises was given to highlighting the minimum achievement required for success in the course.

POs and COs for each programme are designed based on the following steps-

1. IQAC designed the POs of each programme in consultation with the Head of the Departments, which are in line with Vision and Mission of the Institution, following the guidelines offered by NAAC.
2. head of the departments prepares the draft version of COs with the help of faculty members, which is finally approved by IQAC.

POs and COs are displayed for all stakeholders on Institute's website.

Besides, POs and COs are disseminated by the following ways:

1. At the commencement of each academic year, the college conducts orientation programmes for newly admitted students. In the orientation programme, the Principal, Coordinator of IQAC and

Head of department make students aware of the POs, along with their goals and objectives, code of conduct, class attendance, examination and evaluation system, and the facilities available in the college.

- 2.The hard copies of syllabi and Learning Outcomes are made available in the colleges and departments for ready reference by the teachers and students.
- 3.The importance of the learning outcomes has been discussed and communicated to the teachers in staff meetings and IQAC meetings.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

Response:

The level of attainment of Program Outcomes (POs) and Course Outcomes (COs) is measured using various indicators throughout the semester of the academic year. The faculty records the performance of each student with the help of the specified course outcomes through a continuous evaluation process.

Some of the key indicators for measuring attainment are:

1. End-Semester University Examination: The results of the university examinations at the end of each semester are analysed by the departments concerned with the college in an attempt to understand the status of achievement of the learning outcomes.
2. Internal Assessment: The faculty provides home assignments to students, and conducts internal tests, viva voce, departmental seminars, projects, etc. in order to assess the Program Outcomes and Program Specific outcomes attained by each student.
3. Practical Assessment: Experimental learning, Field study and survey reports of students are assessed to understand the status of achievement of the learning outcomes of each student.

4. Result Analysis: The institution uses final semester results to analyze the final achievement of the POs.

5. Promotion/admission to Higher Education: Detail data on the passed-out student's admission to higher educational institutes, placement, and promotion to higher posts in different government . and private sectors are collected to analyse and measure the level of attainment of Program Outcomes and Course Outcomes. Besides, these, data are used as a motivating tool for the enhancement of the programme outcome. Their expertise is utilized to give proper orientation to the present students.

File Description	Document
Upload Additional information	View Document

2.6.3

Pass percentage of Students during last five years (excluding backlog students)

Response: 71.7

2.6.3.1 Number of final year students who passed the university examination year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
120	149	139	96	104

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
137	181	189	169	172

File Description	Document
Institutional data in the prescribed format	View Document
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	View Document
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.7 Student Satisfaction Survey

2.7.1

Online student satisfaction survey regarding teaching learning process

Response: 3.26

File Description	Document
Upload database of all students on roll as per data template	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1

Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description

Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

Birjhora Mahavidyalaya, Bongaigaon, is committed to foster a suitable environment for creativity and development, both among the students, faculty members and local youths. IQAC plays a major role in creating appropriate environment for innovation by taking initiatives to encourage innovation and research, organizing workshops, seminars, conferences, promoting collaboration, monitoring teaching-learning process and ensuring documentation and reporting. At departmental level, efforts are also made to develop curiosity and consciousness among the students. Activities which facilitate innovative ecosystem in the college are listed below:

- 1. A Research Promotion Cell is formed and has been active as per UGC guidelines to promote research and innovation in the institution.**
- 2. Workshops, conferences, and seminars are held regularly to motivate and encourage the students.**

3. The college encourages the faculty members to publish original research papers, review articles, book chapters etc. The faculties have published 31 articles in peer-reviewed journals listed in SCOPUS, UGC-CARE, Web of Science. Besides articles, faculty members have also been engaged in publishing books and book chapters on related topics.
4. To motivate the students and to enhance innovation, eminent speakers are regularly invited for talks and interactive sessions.
5. The college has signed multiple MoUs with many prominent institutes and organizations to facilitate networking and collaborations.
6. A number of student/faculty exchange programs have been undertaken during the last few years to promote synergy, internship, and training.
7. Many Project works have been conducted to systematically document and create awareness about traditional knowledge like traditional food, traditional medicines etc.
8. Career counseling sessions are conducted regularly both centrally and at the departmental level to provide proper guidance and motivate the students.
9. The various departments conduct collaborative talks, project works, and interactive sessions to create awareness about the current interdisciplinary and multidisciplinary areas of knowledge and research.
10. Faculties are encouraged to continuously grow and augment their skills by organizing FDPs, webinars etc.
11. Students are encouraged to participate in MTTs, SWAYAM programs.
12. Adopted village activities
13. Students actively take part in many activities and develop their skills by participating in the adopted schools and collaborative institutes.

File Description	Document
Upload Additional information	View Document

3.2.2

Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 41

3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
03	07	06	19	06

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3 Research Publications and Awards

3.3.1

Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 1.41

3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
09	06	03	07	06

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	View Document
Link to re-directing to journal source-cite website in case of digital journals	View Document
Links to the papers published in journals listed in UGC CARE list or	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.3.2

Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.91

3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in

national/ international conference proceedings year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
05	04	01	09	01

File Description	Document
List of chapter/book along with the links redirecting to the source website	View Document
Institutional data in the prescribed format	View Document
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.4 Extension Activities**3.4.1**

Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

The college has extended support to faculties, students and other stakeholders, and different cells of the college to sensitize the students through the extension activities to our neighbourhood community. The college has an NSS unit, a Women Cell, and a Career Guidance Cell through which different activities were conducted for the holistic development of the community. Through the NSS unit, plantation programs both in the college campus as well as outside the campus have been conducted, awareness programs for the conservation of forest, waste management, voter awareness, free health check-up camp at the adopt village, blood donation camp, etc. have been conducted. Through Women Cell programs like, legal support awareness through the experts, talk on issues of women health, awareness against child marriage etc. were organised. The Department of Chemistry prepared hand sanitizer for distribution among the people of adopt village during Covid pandemic period. NSS unit of the college distributed food items and reusable cloths to the needy people of the neighbourhood community during the covid pandemic period. Faculties of the college donated an amount to the Chief Minister's Relief Fund for flood victims. Besides, faculties of Physics, Chemistry, Mathematics, and Biology extended service to different programmes of Aryabhata Science Centre, Bongaigaon, National Children Science Mission, Bongaigaon Branch, Jala Jivan Mission, Govt. of India, etc. Most of the faculties were engaged as External Evaluator in the Gunutsav Programme of Assam Samagra Shiksha Abhiyan in the years from 2018-19 to 2023-24, some of the faculties extended services as expert in verification of school uniform by the

Govt of Assam, as resource person in interviews of teachers appointment, Departmental Promotion Committee, etc. The college extended huge services in the process of distributing scooties among the meritorious students of Bongaigaon and Chirang districts under Pragma Bharati Scheme of Govt. of Assam.

File Description	Document
Upload Additional information	View Document

3.4.2

Awards and recognitions received for extension activities from government / government recognised bodies

Response:

Birjhora Mahavidyalaya received the following recognition from different Agency-

1. Birjhora Mahavidyalay received Appreciation from the Indian Society for Training and Development of (ISTD) Guwahati Chapter & 'ARHAN' (Association of Reforms for Healthy Advancement of Nation) for the excellent service to the people of the neighborhood community during Covid Pandemic.

2. The Department of Higher Education, Govt. of Assam felicitated Dr. Bhabesh Kumar Nath, Assistant Professor, Department of Physics, Birjhora Mahavidyalaya with an Appreciation Letter for Patenting a research work entitled ' Antimicrobial Suture Biomaterials' on the occasion of Teachers' Day, 2023 at Guwahati.

3. Royal Global University, Guwahati appreciated Dr. Paresh Charkaborty, Associate Professor of Chemistry, Birjhora Mahavidyalaya with an Appreciation Letter for his excellent academic performance.

4. Dr. Hemanta Kumar Saud, Assistant Professor, Dept. of Economics, Birjhora Mahavidyalay received Appreciation from the Indian Society for Training and Development of (ISTD) Guwahati Chapter & 'ARHAN' (Association of Reforms for Healthy Advancement of Nation) for the excellent service to the people of neighborhood community during Covid Pandemic.

5. Mr. Sanjib Kumar Baglari, Assistant Professor, Dept. of Physics, Birjhora Mahavidyalay received Appreciation from the Indian Society for Training and Development of (ISTD) Guwahati Chapter & 'ARHAN' (Association of Reforms for Healthy Advancement of Nation) for the excellent service to the people of neighborhood community during Covid Pandemic.

The details of the above-mentioned recognition are uploaded in the upload option for Additional Information.

File Description	Document
Upload Additional information	View Document

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 22

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
7	3	6	3	3

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	View Document
Institutional data in the prescribed format	View Document
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.5 Collaboration

3.5.1

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 14

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	View Document
List of year wise activities and exchange should be provided	View Document
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

- teaching – learning, viz., classrooms, laboratories, computing equipment etc
- ICT – enabled facilities such as smart class, LMS etc.

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

College Campus: An institution with a hazard-free and eco-friendly environment enhances the teaching-learning process. The institution has a healthy and noise-free campus with an area of 16.5 acres and a built-up area of 3209.278 sq. metre. There are 9 departments viz. Botany, Chemistry, Computer Science and Information Technology, Economics, English, Mathematics, Physics, Statistics, and Zoology including 3 distance learning centres: IDOL, KKHSOU and IGNOU.

Classroom: The college has 20 well-ventilated classrooms for various strengths of students equipped with desk-benches. Out of that, 11 classrooms are ICT-enabled for audio-visual learning.

Laboratories: There are two forms of laboratories:

1) Departmental laboratory:

The Institute has domain-centric laboratories maintained with standards set by the statutory authorities, adequately equipped to conduct basic practical classes as per the syllabus. The laboratories are kept open beyond the working hours depending on the necessity of the students.

2) Central laboratory:

The Central Laboratory is funded under Biotech Hub Fund, furnished with high throughput instruments to facilitate and augment the research activities of the students and faculties of the institution.

Computing Equipment: The institution has different computing equipment for various departmental and institutional works.

Particulars	No. of facilities (desktop + laptop)	
1. No. of Computers	(a) Office	6
	(b) IQAC	2
	(c) Departments	11
	(d) Computer Lab	49
	(e) Library	7

(f) Examination Cell	4
2. Printer	16
3. Projector	12
4. Xerox machine	4
5. Scanner	3

Extra-Curricular Facilities:

- The college has a basketball court, volleyball court, indoor games facility, auditorium, gymnasium, etc.
- The Annual College Festival is held to promote the talent of the students in sports, drama, music, dance, etc.
- Students are also encouraged to participate in periodically organized events like Freshmen's Social, Farewell program, Bohagi Utsav etc.
- The college also encourages the students to participate in regional and inter-college competitions and festivals.
- Special classes on self-defense are organized specially for female students.
- The college also organises Yoga camp and observes International Yoga Day every year.
- The major game's events were also organized in the open playground to encourage the physical fitness and interest of the students.
- Different indoor games events were also organised in the District Indoor Stadium under the encouragement of the District Level Sports Association.
- The college has ICT-enabled auditorium with approx. 200 seating capacity to conduct various extra-curricular activities.
- The college also organizes events related to NSS, YRC, Swachh Bharath etc.

The institutional physical facilities:

SERIAL	FACILITIES	NUMBERS OF ROOMS
1	Classroom	20
2	Laboratory	11
3	Library	1
4	Computer Lab	5
5	Seminar Hall	1
6	Digital conference room	1
7	Exam Control Room	3
8	Administrative Room	3
9	IQAC Room	1
10	Departmental Staff Room	09
11	Auditorium	1
12	Girls' Hostel	1
13	Teachers' Conference room	1
14	Gymnasium	1
15	Students' common room (Boys and Girls)	2
16	Lavatories	14
17	Canteen	1
18	Orchidarium	1
19	CCTV	32

20	Solar panel (2KW capacity)	4
21	Generators	2
22	Parking place (faculty & student)	2
23	Ramp facilities	3
24	Facial Biometric System	1

File Description	Document
Upload Additional information	View Document

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 25.32

4.1.2.1 Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
21.68	16.67	16.61	35.14	42.78

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

4.2 Library as a Learning Resource**4.2.1**

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

The **Central Library of Birjhora Mahavidyalaya (CLBM)** has been actively participating in and enhancing the academic environment since the Institute's inception. The library is spread over an area of 60.5 × 31.1 sq. ft., with a seating capacity of 100 at a time. The available facilities are pointed out below:

- The library is automated with **ILMS SOUL 2.0** for all the in-house operations like registration, cataloging, circulation, etc.
- CLBM has subscribed to **N-List** and **DELNET** for the students to access the e-resources. The users have in-house and remote access to the e-journals and e-books from these two databases.
- CLBM houses **12965 books, 06 Print Periodicals, 02 Newspapers, and 113 CD's/ DVD's**. Physical copies are systematically arranged in thirty book racks.
- An active **WhatsApp group** comprising class representatives and the librarian, is active for effective communication and circulation of information and documents like digitized question papers, free e-books, etc.
- College Central Library has a **separate newspaper reading section**.
- The library maintains a **question bank** of all sessional and End-semester question papers in print and digital format for the students and faculties.
- A special **Competitive Exam Corner** is active with reference books, yearbooks, etc. to support the students.
- CLBM has **06 desktops, a laptop, and a free WIFI** connection on the premises.
- **Internet-based Library** are available in CLBM.
- All the information and details of the library are uploaded and updated regularly on a **separate webpage** on the college website. (<https://birjhoramahavidyal.wixsite.com/bmlibrary>)
- Eight numbers of **CCTV** are installed in the library for invigilation.
- **Reprographic facilities** are available. Students are allowed to borrow books for 14 days.
- The library is **updated regularly** with the latest books & journals.
- A library **orientation program** is organized at the beginning of every session for the newly admitted students.

CLBM, the knowledge hub of the Institute has a dedicated team to assist the patrons to guide and find the right resources.

Besides CLBM, all the departments maintain departmental libraries, and e-resources to aid the students and also the faculties. E- resources are also made available on the college website which learners can access easily for their benefit.

File Description	Document
Upload Additional information	View Document

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet

connection

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

The institute has always given priority to the up-gradation of IT facilities. IT facilities are regularly updated at the institutional and departmental level to enhance teaching-learning and evaluation, along with the administrative process to make it more efficient and eco-friendly.

- The institution has updated its IT facilities by increasing the number of computers, printers, scanners, LCD projectors, Xerox machines, online admission process, dynamic website, addition of bandwidth, and various software.
- The institution has **seventy-nine (79)** numbers of computers out of which **sixty-two (62)** computers are used by the students.
- The teaching-learning process is encouraged by incorporating **ICT tools and e-resources**. ICT tools enabled classroom is increased in different departments for enhancing audio-video based teaching-learning process.
- Office **automation** has existed since the year 2016 and it regularly gets upgraded.
- **The tally program** is being used by the administrative office to manage monetary quantities, accounts, tax, etc.
- **FinAssam** is an online Financial Management Information System that comprises 40 modules covering all the aspects of comprehensive Financial Management.
- The institution has had an **active website** for the last few years. All the official testimonials, faculty profiles, learning e-resources and activity reports have been uploaded and all the data may be retrieved from the website.
- The WI-FI connection facilities have been increased in college premises with **bandwidth 100Mbps (Reliance-JioAirFibre)** in IQAC and Digital Conference Room, Central Library, Departments and Administrative Building.
- **Smart conference hall** is developed with a digital screen and LCD Projector with an internet connection for the smooth conduction of academic and non-academic work.
- The institution have purchased camera stands for recording audio-visual class- lectures for the benefit of students specially during COVID pandemic period.
- **Biometric Attendance System** for employees and sufficient **CCTV surveillance system** has been augmented since 2017.
- Four **Solar system panel (2KW)** have been installed in the college campus to obtain energy as a supplementary electronic power energy.
- The college has eleven (11) numbers of **ICT-enabled classrooms, internet-based Central Library facilities**, and other IT tools like, Desktops, Laptops, projectors, etc. which are frequently used by the faculties and students for the presentation and dispersal of information and knowledge. The institution also constantly **upgrades its IT facilities** for better dissemination of information.
- The institution has generated a **specialized IT Cell**, which takes up the responsibility of looking after the necessary upgradations of the IT facilities, as well as the **repairs and maintenance of the various IT facilities** of the institution.
- The institution has been **installing and updating antivirus** in all desktops and laptops for safety management. The college hires computer technicians and service providers for any

malfunctioning or damaged computers, laptops, etc.

- The College has subscribed **three high-speed Jio-Fibre** connections from Jio Reliance.
- The institution has used **BSNL** bandwidth till **2023**. Recently **Reliance Jio-Fibre** has been upgraded.

IT Facilities upgradation

Serial	Particulars	Years of upgradation
1	Internet bandwidth	2023
2	Online admission process	2023
3	Regular Upgradation of PC	2023
4	Upgradation of Library Software	SOUL 2.0 to date
5	Upgradation of Windows	2022

File Description	Document
Upload Additional information	View Document

4.3.2

Student – Computer ratio (Data for the latest completed academic year)

Response: 7.98

4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 62

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	View Document
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1

Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)

Response: 8.46

4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic

support facilities) excluding salary component year wise during the last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
5.02	1.56	3.34	17.15	17.34

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 60.68

5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
244	238	773	236	304

File Description

Document

Year-wise list of beneficiary students in each scheme duly signed by the competent authority.

[View Document](#)

Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

5.1.2

Following capacity development and skills enhancement activities are organised for improving students' capability

- 1. Soft skills*
- 2. Language and communication skills*
- 3. Life skills (Yoga, physical fitness, health and hygiene)*
- 4. ICT/computing skills*

Response: B. 3 of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	View Document
Report with photographs on ICT/computing skills enhancement programs	View Document
Institutional data in the prescribed format	View Document

5.1.3

Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 41.11

5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
276	275	439	41	185

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

- 1.Implementation of guidelines of statutory/regulatory bodies**
- 2.Organisation wide awareness and undertakings on policies with zero tolerance**
- 3.Mechanisms for submission of online/offline students' grievances**
- 4.Timely redressal of the grievances through appropriate committees**

Response: C. 2 of the above

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	View Document
Proof related to Mechanisms for submission of online/offline students' grievances	View Document
Proof for Implementation of guidelines of statutory/regulatory bodies	View Document
Details of statutory/regulatory Committees (to be notified in institutional website also)	View Document
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.2 Student Progression

5.2.1

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 68.26

5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
63	59	90	84	119

5.2.1.2 Number of outgoing students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
120	149	139	96	104

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	View Document
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	View Document
Institutional data in the prescribed format	View Document

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 18.13

5.2.2.1 Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)

2022-23	2021-22	2020-21	2019-20	2018-19
11	15	07	01	01

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	View Document
Institutional data in the prescribed format	View Document

5.3 Student Participation and Activities

5.3.1

Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years

Response: 0

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description**Document**

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)**5.3.2**

Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 2.4

5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
2	2	2	3	3

File Description**Document**

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)**5.4 Alumni Engagement****5.4.1**

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

Response:

The Alumni Association of the college has been registered under Societies Registration Act, 1860 by the Government of Assam. The alumni association has taken different initiatives for the overall development of the current students of the college in the last five years which can be summarized as follows:

1. During the session 2018-19, the alumni association has contributed a financial help of amount Rs.32000/- for construction of a net practice pitch facility in the college campus vide the cheque no. 364848 of SBI A/C No.: 39800604142.
2. The Alumni Association and IQAC organized a webinar entitled “Industry 4.0 and its impact” on 31/07/2020. Dr. Mahendra Roy, alumni of the college and Assistant Professor, ICT, PDPU, Gujarat was the resource person.
3. The Alumni Association and IQAC organized the webinar “Spin Torque and Hall Effect in Magnetic Multilayers” on 01/08/2020. Dr. Dhananjay Tiwari, an alumni and Post-Doctoral Researcher, SPINTEC, CNRS, France was the resource person.
4. Dr. Dhruvajyoti Haloi, an alumni and Assistant Professor, Bodoland University has acted as Resource person in the webinar titled “Job Prospect in Polymer Science and Engineering” on 05/08/2020 organized the Department of Chemistry and IQAC of the college.
5. Dr. J. Brahma, an alumni and Assistant Professor, School of Technology, PDPU, Gujarat acted as resource person in a webinar titled “Science Technology and Engineering: An Integrated Approach for Social Needs” on 07/08/2020 organized by Department of Mathematics and IQAC of the college.
6. The alumni association and IQAC jointly organized a webinar titled “Higher Education and National Education Policy, 2020” on 01/09/2020. Prof. Kulendu Pathak, Former Honorable VC, Dibrugarh University and Prof. Khanindra Pathak, IIT Kharagpur were the distinguished speakers on this occasion.
7. Dr. Pralay Kumar karmakar, an alumni and Associate Professor, Dept. of Physics, Tezpur University has acted as resource person in a webinar titled “Normal Wave Dynamics in Dwarf Plasmas” on 19/09/2020 organized by Department of Physics and IQAC of the college.
8. To install a healthy competitive atmosphere and to encourage proficiency in various fields of study, the alumni association introduced seven awards to the best Honours student in the disciplines of Physics, Chemistry, Mathematics, Botany, Zoology, Statistics and also for the best student in Regular Curriculum of study of the college from the academic session 2020-21 onwards.
9. Mr. Prasenjit Nath, an alumni and Assistant Professor, Janata College, Serfanguri was present as resource person in a talk titled “Employment Options after B.Sc. in Chemistry” organized by Department of Chemistry, in collaboration with IQAC, Birjhora Mahavidyalaya on 12/06/2022.

File Description	Document
Upload Additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

Birjhora Mahavidyalaya (BMB), was established in 1986 to fulfil the long felt need of the community for a co-educational Science college, which could provide the young minds of Bongaigaon with quality higher education.

BMB is governed by a Governing Body (GB) which works as the apex body of **institutional governance** and aims to promote inclusive growth through its specific vision and dynamic policies. Active involvement of stake holders including public representatives, alumni, principal, IQAC and faculty members is visible in ensuring the execution of time-bound action plans for success of stated mission.

- To ensure **decentralisation** and participatory management, various sub-committees are constituted by the Principal-(i) Examination Committee, (ii) Prospectus and Admission Committee,(iii) Class Routine Committee, (iv) Library Advisory Committee, (v) Budget and Purchase Committee, (vi) Research Promotion Cell, (vii) Seminar and Extension Education Cell, (viii) Grievance Redressal Cell, (ix) Academic Committee, (x) Admission Committee, (xi) NEP 2020 Taskforce, (xii) Career Guidance Cell, etc.
- To **sustain institutional growth**, the college has measures to implement e-governance in all areas of operation, viz. admission, teaching-learning, library automation as well as general administration. College authority decentralizes its activities through IQAC and HODs.
- BMB has set short-term plans for **NEP implementation**, ensuring universal access to education at all levels through awareness programmes and workshops. BMB has introduced many add-on certificate courses which offer a chance to gain interdisciplinary learning, problem solving skills as well as holistic understanding.
- To ensure **improvement in education quality**, BMB organises training program for the final year students and students of neighbouring college under the 'Equity Scheme' of RUSA Finishing School, Assam. These programs aim to impart all around personality development of the students and instruct them in specific skills like resume writing, team and leadership skill, communication skill, Spoken English, facing interviews, Yoga training, etc., which are necessary to make the students ready to face the professional world after graduation.
- BMB also organises various programs in association with other institutions and has collaborated with other institutions under various MOUs which helps facilitate the exchange of knowledge, resources, expertise and promote innovation and entrepreneurship among students and hands on knowledge among students.
- As part of **long-term plans to inculcate scientific spirit and traditional human values**, BMB strives to ensure active participation of students and staff members in designing and

implementing a large number of social welfare activities under **NSS**, including adoption of various nearby villages, plantation drives, awareness of pandemic and sanitisation during COVID period, etc. Various in-campus initiatives have been initiated, viz. rainwater harvesting, solar lights, involvement of students in Global Campus Bird Count annually, Swachh Bharat activities by the students and faculty of different departments. Major students pursuing 6th semester are encouraged to opt for dissertation paper. In other semesters, various project and field work visits to sites of historical, environmental and natural significance are undertaken, helping the students gain a better understanding of environment and culture, fostering all round development. To **improve standard of education**, BMB ensures various practices such as evaluation of graduation rates, departmental parent-teachers meet, participation in NIRF, annual academic-financial audit.

File Description	Document
Upload Additional information	View Document

6.2 Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

The IQAC Core Committee meeting discusses various aspects as per needs and requirements of the college and prepares phase-wise plans, taking into consideration the deficiencies, opportunities and challenges ahead of the institution.

In alignment with the vision and mission, and based on parameters of **NIRF**, Birjhora Mahavidyalaya (BMB) works towards its Institutional Development Plan (IDP) by focussing on the following institutional strategies:

- 1. Enhancing Teaching-Learning and Resources:** Various initiatives are taken to enhance teaching-learning like facilitating the process of scholarship grants provided by the UGC, National, State Governments, providing financial assistance to the students. Annual sports competitions, cultural meet, events like debate, art, quiz, dancing, are organised to ensure all round development of the students and an MoU has been signed with Bongaigaon Sports Association for indoor games and athletics. Students are encouraged to participate in district/state/national level competitions. Seminar, group discussion, webinars, cultural functions are organized to encourage students' skill in various aspects. At BMB, teaching and learning is accorded primary importance. ICT tools are used and campus has internet access. Departments are provided with LCD projectors, desktops and some departments have computer laboratories.

BMB strives to promote scientific education in order to create greater opportunities for individual employment and is known through the outstanding academic performance of its alumni both in academic and professional courses.

2. **Encouraging Research and Professional Practices:** To inculcate affection for research in UG students, field studies, industrial visits, periodic interactions with distinguished guests are undertaken. Small curriculum-based projects are given to accustom students with research culture and to encourage them to develop and express their innovative ideas. BMB organizes capacity building workshops/programs in multidisciplinary contexts and encourages learners to increase knowledge domain using ICT enabled classrooms and e-library facilities. The college has a research promotion cell to encourage the faculty members with minor financial supports. Faculties are inspired through special leave for professional development related events.
3. **Emphasising on Graduate Outcomes:** BMB is committed to ensuring employment opportunities for the graduates, and the Career Counselling Cell organises various programs including campus recruitment drives, counselling for competitive examinations, free training programs, etc. for this purpose. Under the 'Equity Scheme' of RUSA Finishing School, Assam, training programs are also organised for the final year students and students of neighbouring college. These programs aim to impart all around personality development of the students and instruct them in specific skills like resume writing, team and leadership skill, communication skill, etc., which are necessary for professional life after graduation. BMB has also introduced Certificate Courses under the parent University. There are three study and examination centres of Distance Mode of Learning (GU IDOL, KKHSOU & IGNOU) in BMB campus.
4. **Facilitating Efficient Administrative Setup:** BMB has various sub-committees constituted by Principal which aid in successfully planning of and executing various plans which contribute towards effective functioning of BMB.

File Description	Document
Upload Additional information	View Document
Institutional perspective Plan and deployment documents on the website	View Document

6.2.2

Institution implements e-governance in its operations

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: B. 3 of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	View Document
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	View Document
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	View Document

6.3 Faculty Empowerment Strategies

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

The college administration is committed to undertake a number of welfare measures for the employees. Following are some of the welfare provisions that are currently in practice and enforced from time to time as per necessity/ requirement.

1. Facilities for implementation of various Government schemes for welfare of faculty.
2. Various types of leaves to employees [Maternity Leave, Child Care Leave (for all female faculty), Earned leave, Duty leave for participation in academic courses/FIP/FDP/examination works/ additional government duties (for all staff)]
3. As per proposal of the Research Promotion Cell, resolution has been taken by the Governing Body, for providing incentives to faculty for publishing research papers, book chapters, etc.
4. Periodical pay revision (For contractual teachers/ non-teaching staff).
5. Central library facility and Departmental Library to all faculty members for borrowing books.
6. Various amenities like Departmental laptop, desktop, printers, etc. are provided for ease of teaching process
7. Separate seating arrangement for teachers and staff in the college canteen.
8. Provision of Staff common rooms in all academic departments. In some of the staff rooms, there are attached washrooms for ease of the faculty members.
9. Gymnasium and Yoga facilities for all teaching and non-teaching staff at free of cost.
10. Collection of donations (in monetary form) to address emergency problems of the employees as and when need arises.
11. Provision of safe drinking water facility.
12. Adequate parking space for all employees within the campus for parking of their vehicles.
13. Facility of a spacious Teachers' Common Room, with attached washroom facilities.
14. IQAC arranges to provide free computer literacy training to all interested staff (teaching and non-teaching) in collaboration with the Computer Science Department.
15. IQAC organises various professional development programs (FDP/Webinar/Workshop) from

time to time.

16. Provision of Women Cell and Internal Compliance Committee.
17. Availability of medical first aid kits in the institution.
18. Presence of a teacher's union (Birjhora Mahavidyalaya Teacher's Association)
19. Presence of a welfare fund for permanent faculties – Birjhora Mahavidyalaya Welfare Society.
20. Reimbursement of tea and snacks bills on a monthly basis to all teachers engaged in IQAC office for AQAR/ SSR preparation as well as the office staff involved in assisting the IQAC office members/teachers.

File Description	Document
Upload Additional information	View Document

6.3.2

Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 4.67

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

2022-23	2021-22	2020-21	2019-20	2018-19
02	01	01	01	0

File Description	Document
Policy document on providing financial support to teachers	View Document
Institutional data in the prescribed format	View Document
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	View Document
Audited statement of account highlighting the financial support to teachers to attend conferences / workshop s and towards membership fee for professional bodies	View Document

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response: 43.67

6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
23	5	16	19	6

6.3.3.2 Number of non-teaching staff year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
10	10	10	10	11

File Description**Document**

Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

Copy of the certificates of the program attended by teachers.

[View Document](#)

Annual reports highlighting the programmes undertaken by the teachers

[View Document](#)

6.4 Financial Management and Resource Mobilization**6.4.1**

Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

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

Mobilization of Funds: The student Admission fee is the major source of income for the institution. Various government and non-government agencies sponsor events like seminars and workshops.

Utilization of Funds: A Purchase and Budget Committee has been constituted to monitor the optimum utilization of funds for various recurring and non-recurring expenses. The Purchase and Budget Committee seeks quotations from vendors for the purchase of equipment, computers, books, etc. The quotations are scrutinized by the finance and purchase committee before a final decision is made based on parameters like pricing, quality, terms of service, etc. The Principal, finance and purchase committees along with the accounts department ensure that the expenditure lies within the allotted budget. The intervention of the management is sought in case the expenditure exceeds the budget.

Resource Mobilization Policy and Procedure: Before the financial year begins, Principal and The Heads of Departments prepare the college budget. The institutional budget includes recurring expenses such as salary, electricity and internet charges, stationary & other maintenance costs. It includes planned expenses such as new constructon, lab equipment purchases, furniture, and other development expenses. The budget is scrutinized and approved by the Governing Body. Accounts department and Purchase and Budget Committee monitor whether expenses are exceeding budget provision.

To meet the various requirements of funds under various heads of expenses like construction of new buildings, renovation and development of existing structures, the institution submits proposals to the UGC, RUSA and the State Government.

The various sources from which funds are obtained/ generated are listed below:

1. Plan and non-plan grants received from UGC Grants received from RUSA.
2. Salary grants from Govt. of Assam.
3. Self-sustaining programmes.
4. Surplus fund from different university examination centre fees.
5. Centre fees of different govt. and non-govt. departmental and recruitment examinations.
6. Funds generated through the Biotech Hub.
7. Funds generated through sale of prospectus at the time of fresh admission.
8. Interest accrued from fixed deposits at banks.
9. Financial aid from Government.

10. Interests accrued from bank deposits.	
11. Funds generated from Women's hostel.	
File Description	Document
Upload Additional information	View Document

6.5 Internal Quality Assurance System

6.5.1

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

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

The practices institutionalized as a result of IQAC initiatives are:

1. Quality Audit: To know the status of quality of various academic and administrative initiatives of the college, IQAC stresses the need for self-assessment regularly. During 2021-22, Internal Academic and Administrative Audit was conducted by an expert team consisting of Mr. Balendra Kumar Das (Pro-Vice Chancellor, University of Science and Technology, Meghalaya), Dr. Rabindra Nath Das (Retired Principal, K.R.B Girls' College Guwahati).
2. For professional development of teaching and non-teaching staff, IQAC regularly organises various professional development programs/webinars/seminars, etc. IQAC also organizes faculty development programmes, including awareness programs on NEP or other topics as per requirement and for upgradation of knowledge.
3. To make the faculty members and staff ICT-friendly, IQAC has provided free computer literacy training programmes with the support of the Computer Science Department.
4. Academic calendar: Published annually by the IQAC and displayed in the college website
5. Digital initiatives: Fully online student admission, cashless transaction, development of a new institutional portal, paperless communication through official WhatsApp Groups/e-mails, using social platforms like YouTube used for e-learning, Facebook, for information circulation e-tendering.
6. IQAC promotes the use of various ICT and LMS by faculty for the teaching-learning process.
7. Institutional collaborations: Initiative to collaborate with various institutions for student and faculty exchanges through MoUs.
8. Plastic-free and tobacco-free campus: A motivated effort of IQAC through involvement of all stakeholders of the college.
9. Stakeholder meeting and feedback: Regular meetings are held between IQAC and stakeholders.

Arrangement are made to obtain feedback from various stakeholders, for identifying and rectifying loopholes and shortcomings.

10. IQAC registers: Every academic department is required to maintain an Activity Record register for keeping systematic records of all departmental activities. All faculty members are required to keep record of their daily classes, lesson plan for the session in designated registers.

11. Student development: Various awareness programs and initiatives are undertaken by IQAC for the student community from time to time, including free training programs/workshops for all students, with special emphasis on final year students on various competitive exams.

File Description	Document
Upload Additional information	View Document

6.5.2

Quality assurance initiatives of the institution include:

- 1. Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
- 2. Academic and Administrative Audit (AAA) and follow-up action taken**
- 3. Collaborative quality initiatives with other institution(s)**
- 4. Participation in NIRF and other recognized rankings**
- 5. Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: B. Any 3 of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	View Document
NIRF report, AAA report and details on follow up actions	View Document
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	View Document
Link to Minute of IQAC meetings, hosted on HEI website	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

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

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

File Description	Document
Upload Additional information	View Document

7.1.2

The Institution has facilities and initiatives for

- 1. Alternate sources of energy and energy conservation measures**
- 2. Management of the various types of degradable and nondegradable waste**
- 3. Water conservation**
- 4. Green campus initiatives**
- 5. Disabled-friendly, barrier free environment**

Response: B. 3 of the above

File Description	Document
Policy document on the green campus/plastic free campus.	View Document
Geo-tagged photographs/videos of the facilities.	View Document
Circulars and report of activities for the implementation of the initiatives document	View Document
Bills for the purchase of equipment's for the facilities created under this metric	View Document

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

- 1. Green audit / Environment audit**
- 2. Energy audit**
- 3. Clean and green campus initiatives**
- 4. Beyond the campus environmental promotion activities**

Response: C. Any 2 of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	View Document

7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

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

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

- "Ek Bharat Shrestha Bharat" campaign on the anniversary of Sardar Vallabhbhai Patel.
- "Azaddi ka Amrit Mohotasav" campaign
- Food Item Distribution
- Flood Relief Donation
- Voter Awareness Program
- Tree Plantation
- Cultural Exchange Program
- Fit India Freedom Run
- Quiz/Essay Competition
- International Yoga Day
- World Environment Day
- Awareness on COVID-19
- Cycle Rally
- Blood Donation Camp

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

- (i) Vigilance Awareness Week
- (ii) Flood Relief Donation
- (iii) Republic Day Celebration
- (iv) National Science Day
- (v) National Mathematics Day
- (vi) International Mathematics Day (Pi-Day)
- (vii) Blood donation camp
- (viii) Independence Day
- (ix) Teachers Day
- (x) Assam Student Day
- (xi) International Women's Day
- (xii) World Environment Day
- (xiii) World Cancer Day
- (xiv) World Aids Day
- (xv) World Tobacco Day
- (xvi) Voter Awareness Campaign
- (xvii) Seminar on Human rights, Values and duties
- (xviii) Gandhi Jayanti celebration

File Description	Document
Upload Additional information	View Document

7.2 Best Practices

7.2.1

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

Response:

Best Practice 1

1. Title of the Practice:

RUSA Finishing School “Training program to economically and socially backward V & VI semester students”

2.Objective of the Practice:

The aim of the FINISHING SCHOOL is to impart all around personality development of the economically and socially backward students and instruct them in specific skills necessary in today’s world.

3.The Context:

Indian society suffers from substantial inequalities in education employment. In spite of the increase in overall educational levels, the skills required to be professionally successful are still far from what is expected. A Finishing School training program is a platform for students that emphasize training for all round personality development, cultural and social activities. Specific skill sets are imparted as value education. The name reflects that it follows school or college education and is intended to complete the educational experience. Finishing schools aim at the standard improvement of individuals leading to stability among theoretical studies and realistic job experiences. Finishing Schools offer many benefits

for students and some of the key benefits associated with this area consists of developing presentation skills, communication skill, confidence enhancement, leadership and team skill, interview tips, success traits, incorporating spirituality etc. Students who join these schools will get a unique opportunity to attain the perfect stability between both theoretical studies and realistic job exposure.

The Practices:

Every year V- VI semester students are enrolled for the training program and the programs are arranged during the late ours or after course completion without affecting their normal classes. The following activities are done in the training program:

- (i) Public Speaking
- (ii) Power Point Presentation
- (iii) Spoken English
- (iv) Resume Writing
- (v) Networking and Communication Skills
- (vi) Leadership and Team Skills
- (vii) Group Discussion
- (viii) Personal Interview
- (ix) Success Traits
- (x) Incorporating Spirituality

4. Evidence of Success:

(a) Since its implementation, more than 190 students successfully completed their training program on various soft skills. In the year 2018 and 2019, more than 37 numbers of students from different colleges participated. In 2021, almost 54 numbers of students from Brjhora Mahavidyalaya and 40 numbers of students from other colleges actively joined the school through online. In 2022, 107 numbers of students from different colleges were participated.

(b) Feedback analysis after course revealed that students are found the course very valuable and they wish to recommend this course to other students. They wished to attend more such courses in future.

(c) Photos are attached.

5. Problems Encountered and Resources Required:

(a)The main challenge was to find time slots for the training program. Most of the students come from remote areas and they cannot attend classes during late hours.

(b)Another major challenge was the engagement of resource person during the regular class hour. Most of the teacher remains busy with their normal class schedule during the regular working hours.

Best Practice 2

1. Title of the Practice: Awarding the Toppers of the Departments.

2. Objectives of the Practice:

The objectives/intended outcome of this practice is to develop the academic excellence and performance among the students and to encourage them for continuous improvement towards learning.

3. The Context:

To accelerate the efforts to achieve the award of Topper and to put focus on academic excellence, the Department of Mathematics introduced an award of Certificate along with a small amount of money from 2021 onwards. In support of this practice the alumni association of Birjhora Mahavidyalaya also start the practice and award the toppers of every department from 2021 onwards. Such programme was aimed at engaging college students towards competitive learning and improving their grade. The objective of that initiative was to help the teaching-learning systems for the students. In this regard, the college authority also promotes the practice among the students of all departments.

The Practice:

1. Departments as well as college authorities regularly arrange class test, viva-voce, seminar,

presentation of any related topics for the students.

2. Departments conducts orientation program for the students.
3. The prize for the highest grade holder from the department is awarded to the students during annual college week.
4. Periodically, the teacher accompanies the students to the library where they explore the different resources for academics and career related purposes.

4. Evidence of success:

- (a) Grade of the student increased.
- (b) Photos are attached.
- (c) Records are maintained in the respective Departments.

5. Problems Encountered and Resources required:

1. Students need to be motivated towards the competitive habit.
2. Insufficient net facility to access e-resources.
3. Limited time and availability of schedule within working days.

File Description	Document
Best practices as hosted on the Institutional website	View Document

7.3 Institutional Distinctiveness

7.3.1

Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

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

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

Vision:

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

Mission:

1. To impart collegiate education in various discipline as well as emerging inter disciplinary and application oriented areas.
2. To insist for improvement of standard and quality of education to make it more relevant to manpower need.
3. To promote and advance the cause of science both in pure and applied branches.
4. To take all such other steps and measures that can make an appreciable impact on improvement of standards and quality of education.
5. To maintain a level of excellence and standards in all programs that will give national and international significance.
6. To create innovative connections among education, science, humanities and health science.
7. To strengthen support for a dynamic faculty dedicated to teaching, mentoring, research and clinical care.

Keeping in view for the fulfilment of the vision and mission of the college, Birjhora Mahavidyalaya always gives priority to promote education to poor and needy students of rural background. Therefore, the college selected **FINISHING SCHOOL under 'Equity Scheme' of RUSA** to provide academic environment to those aspiring students of the rural area so that they can move ahead in their academic endeavour.

FINISHING SCHOOL under 'Equity Scheme' of RUSA

Birjhora Mahavidyalaya was selected as one of the institutes to set up a FINISHING SCHOOL under the 'Equity Scheme' of RUSA, Government of Assam in the year of 2018. The aim of the FINISHING SCHOOL is to impart all round personality development of the students and instruct them in specific skills necessary in today's world.

As a prerequisite to the training to the students, a 'Training To Trainers' workshop was held in the college from where a group of 10 teachers were trained by resource persons from Gauhati Commerce College nominated by RUSA.

The course contents covered under RUSA Finishing School are given below:

1. Computer Literacy (Microsoft word, Microsoft Excel and Microsoft PowerPoint)
2. Public Speaking
3. Power Point Presentation
4. Spoken English
5. Resume Writing
6. Networking and Communication Skills
7. Leadership and Team Skills
8. Group Discussion
9. Personal Interview
10. Success Traits
11. Incorporating Spirituality

Methodology adopted to implement the RUSA finishing school scheme:

The training was divided into two types. Firstly, a lecture on the topic was given to the students. This was followed by an interactive session, discussions, videos and PowerPoint presentations. The second part consisted of hands on training where the students actively took part in the practical sessions. A test on Networking Skills was conducted. They took part in role playing in Spoken English Classes. Group discussions and Mock Interviews were also held. Team games and Energizers were also a part of the

training program.

Birjhora Mahavidyalaya regularly organizes training program to its final year students under the 'Equity Scheme' of RUSA Finishing School, Assam. Apart from its own students, Birjhora Mahavidyalaya also offered the same service to the students of various neighbouring colleges under RUSA finishing school scheme.

The various training programme organised by Birjhora Mahavidyalaya during last five years (2018-2023) are given below:

1. First programme:

In **2018**, the "Training to Students Program" in **Birjhora Mahavidyalaya** was held from **26th February to 29th March, 2018** with classes for a period of 25 days, each class of 2 hours duration.

2. Second programme:

The "Workshop on Skill Development" was held for the students of **Abhayapuri College** on **29th October and 30th October, 2018** at Abhayapuri College campus.

3. Third programme:

On **12th of April, 2019**, the "Training to Students of **Birjhora Kanya Mahavidyalaya**" was held at Birjhora Mahavidyalaya auditorium.

4. Fourth programme:

On **17th, 21st and 22nd May 2019**, "Training to Students" workshop was held at **Birjhora Mahavidyalaya** auditorium.

5. Fifth programme:

The workshop "Training to Students" was held at **Birjhora Mahavidyalaya** auditorium on **26th, 27th and 28th September 2019**. These training programs were for five hours (daily) from 8.30am to 1.30 pm.

6. Sixth programme:

In **2021**, due to the Covid-19 situation, the workshop “Training to Students of Final Year” for the students of **Birjhora Kanya Mahavidyalaya** was held from **21st to 27th July, 2021** in online mode.

7. Seventh programme:

In **2021**, due to the Covid-19 situation, the workshop “Training to Students of Final Year” for the students of **Birjhora Mahavidyalaya** was held from **21st to 27th July** in online mode.

8. Eight programme:

In **2022**, a training programme from **27 to 31May** was conducted by RUSA, Finishing School **Birjhora Mahavidyalaya** to the final year students of the college.

Participants:

Since its implementation, more than 190 students successfully completed their training program on various soft skills. In the year 2018 and 2019, more than 37 numbers of students from different colleges participated. In 2021, 54 numbers of students from Brjhora Mahavidyalaya and 40 numbers of students from other colleges actively joined the school through online mode. In 2022, 107 numbers of students from different colleges participated.

Under the prescribed duration various skills related to RUSA scheme were imparted to the students.

Feedback forms were handed out and collected from the students at the end of the course. This process will enable the teacher for improvement as per the student requirements and necessities in the field of acquiring knowledge for their future endeavour.

The relevant activities, photos and report of these events are attached in the additional information.

File Description	Document
Appropriate web in the Institutional website	View Document
Any other relevant information	View Document

5. CONCLUSION

Additional Information :

IQAC has initiated the implementation of the recommendations of NAAC peer team for the 2nd cycle:

1. college has been pursuing different skill-oriented courses in Gauhati University curriculum
2. A semi-SMART classroom has already been installed
3. Central Library partially automated with sufficient internet connectivity
4. Central Library periodically purchased latest books and titles of various subjects
5. The College has taken initiative to sign MoUs with various organization and institutions
6. Sport facilities for students has been added and upgraded
7. college has formulated a plan for the next 10 years
8. Career guidance cell regularly organizes counseling session for campus placement drive and for jobs in private and public sector

During the last five academic years, 3 students got rank in the final semester university examinations

1. Mr. Pratim Das (Mathematics), 1st Rank university examinations (2021)
 2. Mr. Kauship Saha (Physics), 1st Rank university examinations (2022)
 3. Ms. Zemoni Baruah (Mathematics), 3rd Rank university examinations (2023)
- During the last five academic years, 8 students qualified for the IIT JAM Examination
 - The college is also running the Study Center of IGNOU, Institute of Distance and Open Learning under Gauhati University, Krishna Kanta Hondique Open University (KKHOU) and facilitating various PG/UG/Diploma/Certificate course programs.
 - The College fraternity has contributed financial assistance to Chief Minister's Relief Fund, food item distribution to needy people, and sanitizer and mask distribution to fight against the challenges brought about by Covid-19
 - college has adopted two neighboring tribal villages during last five years to support the academic and overall development of the community

Concluding Remarks :

With constant guidance and support from the governing body, Birjhora Mahavidyalaya, Bongaigaon, the IQAC of the college has prepared the self-study report (SSR) for the 3rd cycle. The convenors and members of various committees, heads of various departments, office staff, and students of the college have extended their full cooperation and support for the successful completion of the report.

We strongly believe that assessment and accreditation by NAAC are matters of pride and honour for the college. We welcome the visit of the peer team of NAAC to Birjhora Mahavidyalaya, Bongaigaon, Assam.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.3.2	<p>Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)</p> <p>1.3.2.1. Number of students undertaking project work/field work / internships Answer before DVV Verification : 234 Answer after DVV Verification: 188</p> <p>Remark : DVV has made the changes as per shared data template document and excluding the duplicates .</p>																				
3.2.2	<p><i>Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years</i></p> <p>3.2.2.1. Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>03</td> <td>07</td> <td>08</td> <td>16</td> <td>05</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>03</td> <td>07</td> <td>06</td> <td>19</td> <td>06</td> </tr> </tbody> </table> <p>Remark : DVV has made changes as per the report shared by HEI.</p>	2022-23	2021-22	2020-21	2019-20	2018-19	03	07	08	16	05	2022-23	2021-22	2020-21	2019-20	2018-19	03	07	06	19	06
2022-23	2021-22	2020-21	2019-20	2018-19																	
03	07	08	16	05																	
2022-23	2021-22	2020-21	2019-20	2018-19																	
03	07	06	19	06																	
3.3.2	<p>Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years</p> <p>3.3.2.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>11</td> <td>04</td> <td>11</td> <td>01</td> <td>02</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>05</td> <td>04</td> <td>01</td> <td>09</td> <td>01</td> </tr> </tbody> </table>	2022-23	2021-22	2020-21	2019-20	2018-19	11	04	11	01	02	2022-23	2021-22	2020-21	2019-20	2018-19	05	04	01	09	01
2022-23	2021-22	2020-21	2019-20	2018-19																	
11	04	11	01	02																	
2022-23	2021-22	2020-21	2019-20	2018-19																	
05	04	01	09	01																	

Remark : DVV has made changes as per the report shared by HEI.

3.4.3 ***Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.***

3.4.3.1. Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
17	05	04	05	11

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
7	3	6	3	3

Remark : DVV has made changes as per the report shared by HEI.

3.5.1 ***Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.***

Answer before DVV Verification :

Answer After DVV Verification :14

Remark : DVV has made the changes as per shared data template document by HEI .

4.4.1 ***Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)***

4.4.1.1. Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
21.68	16.68	16.61	35.14	28.78

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
5.02	1.56	3.34	17.15	17.34

Remark : DVV has made changes as per the report shared by HEI.

5.1.2	<p><i>Following capacity development and skills enhancement activities are organised for improving students' capability</i></p> <ol style="list-style-type: none"> <i>1. Soft skills</i> <i>2. Language and communication skills</i> <i>3. Life skills (Yoga, physical fitness, health and hygiene)</i> <i>4. ICT/computing skills</i> <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: B. 3 of the above Remark : DVV has made changes as per the report shared by HEI.</p>																				
5.1.4	<p><i>The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases</i></p> <ol style="list-style-type: none"> <i>1. Implementation of guidelines of statutory/regulatory bodies</i> <i>2. Organisation wide awareness and undertakings on policies with zero tolerance</i> <i>3. Mechanisms for submission of online/offline students' grievances</i> <i>4. Timely redressal of the grievances through appropriate committees</i> <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: C. 2 of the above Remark : DVV has made changes as per the report shared by HEI.</p>																				
5.3.1	<p>Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years</p> <p><i>5.3.1.1. Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years</i></p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="306 1429 1046 1563"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>06</td> <td>01</td> <td>00</td> <td>01</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="306 1641 1046 1776"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Remark : DVV has made changes as per the report shared by HEI.</p>	2022-23	2021-22	2020-21	2019-20	2018-19	01	06	01	00	01	2022-23	2021-22	2020-21	2019-20	2018-19	0	0	0	0	0
2022-23	2021-22	2020-21	2019-20	2018-19																	
01	06	01	00	01																	
2022-23	2021-22	2020-21	2019-20	2018-19																	
0	0	0	0	0																	
5.3.2	<p>Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)</p> <p><i>5.3.2.1. Number of sports and cultural programs in which students of the Institution</i></p>																				

participated year wise during last five years

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
53	39	7	28	30

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
2	2	2	3	3

Remark : DVV has made changes as per the report shared by HEI.

6.2.2 Institution implements e-governance in its operations

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: B. 3 of the above

Remark : DVV has considered the supporting document and made changes accordingly

6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years**6.3.2.1. Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
04	01	01	03	0

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
02	01	01	01	0

Remark : DVV has considered the supporting document and made changes accordingly

6.5.2 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented
2. Academic and Administrative Audit (AAA) and follow-up action taken

3. Collaborative quality initiatives with other institution(s)
4. Participation in NIRF and other recognized rankings
5. Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.

Answer before DVV Verification : A. Any 4 or more of the above

Answer After DVV Verification: B. Any 3 of the above

Remark : DVV has selected the B. Any 3 of the above as per shared supporting document by HEI.

7.1.2

The Institution has facilities and initiatives for

1. Alternate sources of energy and energy conservation measures
2. Management of the various types of degradable and nondegradable waste
3. Water conservation
4. Green campus initiatives
5. Disabled-friendly, barrier free environment

Answer before DVV Verification : A. 4 or All of the above

Answer After DVV Verification: B. 3 of the above

Remark : DVV has made changes as per the report shared by HEI.

2.Extended Profile Deviations

Extended Profile Deviations
No Deviations