



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

Part A	
<b>Data of the Institution</b>	
<b>1. Name of the Institution</b>	BILASIPARA COLLEGE
Name of the head of the Institution	ANUSHILA CHAKRAVARTY
Designation	Principal (in-charge)
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03667-250323
Mobile no.	9435595082
Registered Email	iqacbilasiparacollege@gmail.com
Alternate Email	collegebilasipara1960@gmail.com
Address	Bilasipara Ward No. 14, P.O. Bilasipara, Dist. Dhubri (Assam), PIn-783348
City/Town	Dhubri
State/UT	Assam
Pincode	783348

<b>2. Institutional Status</b>	
Affiliated / Constituent	<b>Affiliated</b>
Type of Institution	<b>Co-education</b>
Location	<b>Urban</b>
Financial Status	<b>state</b>
Name of the IQAC co-ordinator/Director	<b>ATIKUR RAHMAN</b>
Phone no/Alternate Phone no.	<b>03667250323</b>
Mobile no.	<b>9859109402</b>
Registered Email	<b>collegebilasipara1960@gmail.com</b>
Alternate Email	<b>iqacbilasiparacollege@gmail.com</b>

<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="http://www.bilasiparacollege.org/assets/kcfinder/upload/files/AOAR%20202018-19.pdf">http://www.bilasiparacollege.org/assets/kcfinder/upload/files/AOAR%20202018-19.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	<b>Yes</b>
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://www.bilasiparacollege.org/docs/Academic%20Calendar%202019-20.pdf">http://www.bilasiparacollege.org/docs/Academic%20Calendar%202019-20.pdf</a>

<b>5. Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
<b>1</b>	<b>B</b>	<b>71</b>	<b>2004</b>	<b>04-Nov-2004</b>	<b>03-Nov-2009</b>
<b>2</b>	<b>B</b>	<b>2.09</b>	<b>2019</b>	<b>01-Apr-2019</b>	<b>31-Mar-2024</b>

<b>6. Date of Establishment of IQAC</b>	<b>02-Jan-2012</b>
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<b>7. Internal Quality Assurance System</b>
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Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries

IQAC		
Book Conservation Workshop	05-Jul-2019 7	25
National Seminar on Non Formal Education, Library Legislation and Society	24-Oct-2019 2	250
National Workshop on Proposed National Education Policy- and Future Course of Action	19-Nov-2019 1	270
Workshop on Fire Safety and Prevention	26-Sep-2019 1	370
Post Flood Mega Health Mela	03-Oct-2019 1	520
FIT India Movement	29-Aug-2019 1	350
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>No Data Entered/Not Applicable!!!</b>				
<b>No Files Uploaded !!!</b>				

<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	<b>Yes</b>
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	<b>6</b>
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	<b>Yes</b>
Upload the minutes of meeting and action taken report	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>
<b>12. Significant contributions made by IQAC during the current year(maximum five bullets)</b>	
i. Organised a National Seminar on Non Formal Education, Library Legislation and society	

ii. Organised a National Workshop on "Proposed National Education Policy-2019 and Future Course of action.

iii. Organised a Workshop on "Intellectual Property right and Society

iv. Organised a Post Flood Mega Health Mela

v. Organised a career counselling in association with National Academy of Fire & Safety Engineering-Nagpur

[View File](#)

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

Plan of Action	Achivements/Outcomes
Organising Seminar and Workshop on Academic and Contemporary Social issues	one have been achieved
Organising Health Camp, Awareness Camp, Field Work, Special Talk etc.	Four events have been achieved
Preparation and Maintenance of Departmental Merit Register, Syllabus Register, conduct of Academic Audit, Preparation of Academic Calendar, Inter Departmental and Inter Institutional Faculty Exchange Programmes, etc.	Prepared

[View File](#)

**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
Governing Body	25-Oct-2021

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

No

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2020

Date of Submission

25-Mar-2020

**17. Does the Institution have Management Information System ?**

No

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

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

Conforming to the National Pattern of education (10+2+3), this full-fledged degree college imparts two-year Higher Secondary and six-semester Degree Courses of study in both Arts and Science. Master Programmes in difference subject are also conducted on distance mode through the study centre KKHSOU. It has a well-furnished central library, well-equipped laboratories with sophisticated instruments, wi-fi facility, I.C.T.U., Reprography facility, CCTV cameras in almost all the classrooms and digitalized classrooms like A.P.J. Abdul Kalam Hall, Dr. Bhupen Hazarika Hall, smart class-rooms for Major classes have come up; wall magazines for the students of all the departments are functioning well. The entire campus has been beautified with the introduction of floriculture; canteen for both staff and students have been running well. The initiative for the introduction of Commerce Stream from the next academic year is on. Necessary initiatives has already been undertaken in order to make IT department a full-fledged department in the college. In this connection the courses like PGDCA, BCA & B.Sc. IT under Gauhati University get priority. A study centre each of Krishna Kanta Handique State Open University (KKHSOU) and the Institute of Distance and Open Learning (IDOL) under G.U. are operating at the college campus and these centres are of a great help in the field of distance education catering to the needs of housewives and in-service learners. Besides these, a non-formal Sanskrit Education Centre has also been functioning for the study of this classical language Sanskrit. Much has been done but much remains to be done. The college authority has been trying its best to cater to the needs of the students and the staff in spite of its limited resources. It will not be out of place to mention here that there are some good scholars among the teaching staff in different departments of the college who are ready to guide the students in their academic and research pursuits.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
PGDCA	PGDCA	02/08/2018	365	Nil	Nil

#### 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
<b>No Data Entered/Not Applicable !!!</b>		
<a href="#">View File</a>		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	RC HC	01/07/2019
BSc	RC & HC	01/07/2019

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

	Certificate	Diploma Course
Number of Students	23	Nil

### 1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
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#### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Educational Tour to Chakrashilla Wild Life Sanctuary	27
BSc	Field Work at Dauki Park(B.T.R.)	37
BSc	Field Work at Florican Garden	92
BSc	Field Work at Florican Garden	60
BSc	Field Work at Florican Garden	130
BA	Field Work at Florican Garden	310
<a href="#">View File</a>		

### 1.4 – Feedback System

#### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>Feedback from the students is collected every semester. There is a standard format for collecting feedback from the students. This gives sufficient freedom to the students, to express whatever they want to communicate. These feedback documents are studied by the principal. The Principal extracts the feedback concerning teaching learning and curriculum implementation, discusses it in forums like IQAC meetings and staff meetings. As a result of such discussion, the principal is able to arrive at suitable modification to the curriculum implementation. Feedback from the staff is periodically collected. Suitable decisions are taken immediately. Our alumni also give valuable feedback to us. Feedback from them is gathered during alumni meetings. We also value the feedback given by the parents. This is gathered during the PTA meeting. There</p>

is a PTA meeting in every semester. During this meeting, there will be a common forum where the parents, teachers and students sit together. Among the various points, frank feedback about the curriculum, its implementation etc. are brought out. The parents also meet the principal and all the teachers individually. During this time, they are able to give their specific feedback.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	RC HC	520	800	518
BA	RC HC	1250	1700	1248
<a href="#">View File</a>				

### 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1766	0	33	Nil	Nil

### 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
5	5	5	2	0	5
<a href="#">View File of ICT Tools and resources</a>					
No file uploaded.					

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

The College had been practicing mentoring for the past several years. Each faculty is assigned with 25-30 mentees. Faculty members are given training for doing mentoring professionally. Mentoring by the faculty is mostly at the academic level. Mentors meet their mentees periodically and discuss with them about the progress of their studies. Records are maintained by the mentors for future follow up. Mentoring is the influence, guidance or directions given by mentors. Mentor is someone who teaches or gives help and advice to less experienced. In an organizational setting a mentor influences the personal and professional growth of a mentee. Good mentors are enthusiastic people, enjoy the role they play in helping other achieve their goals. The following skills are developed with the help of mentoring. • Emotional Intelligence • Leadership and management skills • Adaptability • Self-Reflection • Resilience • Developers a personal Brand • Problem solving

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1766	33	1 : 54

### 2.4 – Teacher Profile and Quality

#### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
37	33	4	Nil	9

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

### 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	163	SEMESTER	06/05/2019	10/07/2019
BA	163	Semester	06/05/2019	10/07/2019
<a href="#">View File</a>				

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

As an affiliated college of Gauhati University, evaluation norms of the University are followed. The university has adopted major reform in evaluation by introducing Credit Based Grading System from the academic year 2018-19. Our college has adopted the same from 2018-19. The college has adopted a method of assessing the academic performance of the students on a continuous basis. Students and parents are made aware of the university rules and regulations regarding continuous internal evaluation. Dates and portions for the internal test are communicated to the student before the commencement of the semester and are strictly adhered to. Results of these Internal Test will be given within 5(five) days after the Test. Students projects also are evaluated by a team of teachers. The course outcome is kept in mind while assessing the students. The examination is conducted in the examination hall and it is equipped with CCTV.

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

Academic Calendar is prepared by Principal in consultation with HODs . in the beginning of the academic session the students are apprised of academic calendar and same is displayed on notice boards. Only Principal can incorporate minor changes in academic calendar considering the unforeseen circumstances. The schedule of all examinations is given academic calendar. The teachers distribute syllabus, assignment, field survey and seminar as per the academic calendar.

### 2.6 – Student Performance and Learning Outcomes

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



<http://www.bilasiparacollege.org/allnotice.php>

### 2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
163	BA	CBCS	225	139	61.78
163	BSc	CBCS	88	46	52.27

[View File](#)

### 2.7 – Student Satisfaction Survey

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

[http://www.bilasiparacollege.org/student\\_satisfaction.php](http://www.bilasiparacollege.org/student_satisfaction.php)

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
<b>No Data Entered/Not Applicable !!!</b>				

[View File](#)

### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
BOOK CONSERVATION WORKSHOP	DR. BANIKANTA KAKATI LIBRARY	05/07/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
<b>No Data Entered/Not Applicable !!!</b>				

[View File](#)

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
<b>No Data Entered/Not Applicable !!!</b>					

[View File](#)

### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	ASSAMESE	1	5.5
National	POLITICAL SCIENCE	1	Nil
National	ENGLISH	1	Nil
National	ECONOMICS	2	Nil
<a href="#">View File</a>			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
BENGALI	2
BOTANY	2
ECONOMICS	3
ENGLISH	3
HISTORY	2
MATHEMATICS	1
PHILOSOPHY	3
PHYSICS	2
POLITICAL SCIENCE	1
ZOOLOGY	1
<a href="#">View File</a>	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
<b>No Data Entered/Not Applicable !!!</b>						
<a href="#">View File</a>						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
<b>No Data Entered/Not Applicable !!!</b>						
<a href="#">View File</a>						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented	12	25	0	0

papers				
Attended/Seminars/Workshops	1	31	1	3
<a href="#">View File</a>				

### 3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Plantation	Dr. Banikanta Kakati Library, Bilasipara College	8	230
FIT India Movement	Bilasipara College	35	350
Post Flood Mega Health Mela	Chapar-Bilasipara Health Book in association with IQAC Bilasipara College.	30	520
<a href="#">View File</a>			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
A Quiz Competition in commemoration with the celebration of 158th Birth anniversary of Mahatma Gandhi, Father of Nation	Internal Quiz Competition	Quiz Competition	18	230
Ek Bharat Shresto Bharat	Ministry of Tourism	Study Tour to Rajasthan	1	10
<a href="#">View File</a>				

### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
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Faculty Exchange Programme - Physics(04/04/2019 29/08/2019)	28	College	2
Faculty Exchange Programme - Mathematics(22/08/2019)	40	College	1
Faculty Exchange Programme- Political Science(21/09/2019)	30	College	1
<a href="#">View File</a>			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
10000000	2500000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Newly Added
Laboratories	Newly Added
Class rooms	Newly Added
<a href="#">View File</a>	

### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
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SOUL	Partially	2.0	2018
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#### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Others (specify)	2	Nil	Nil	Nil	2
Text Books	10357	695440	378	85500	10735	780940
Reference Books	10305	1306174	370	100025	10675	1406199
e-Books	Nil	Nil	10	1000	10	1000
Journals	5	1020	Nil	Nil	5	1020
e-Journals	106	12500	Nil	Nil	106	12500
CD & Video	45	2250	Nil	Nil	45	2250
<a href="#">View File</a>						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
<a href="#">View File</a>			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	39	1	0	6	0	6	0	300	0
Added	6	0	0	7	0	2	1	0	0
<b>Total</b>	<b>45</b>	<b>1</b>	<b>0</b>	<b>13</b>	<b>0</b>	<b>8</b>	<b>1</b>	<b>300</b>	<b>0</b>

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

300 MBPS/ GBPS
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##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	<a href="#">Nil</a>

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
5	4.5	50	37.35

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

**Computer Lab Utilization:** The HoD allocates the lab hours to different classes, in the time table. Teachers may take a batch of students to the lab, outside the regular class hours. For this, they check the availability of the lab with the lab technician. Students may work in the lab, outside the class hours. Here again, they take the permission from the lab technician. In each class, there are few students who are trained to operate the control room of the lab. **Maintenance:** The lab technician looks after the regular maintenance of the computing facilities. Maintenance beyond his expertise is handed over to outside mechanics, with due permission from the administrator. **Library Utilization:** Library is open from 10:00 am to 4:00 pm on all working days. Librarian is available from 10 am onwards, to take care of the requirements of the library users. There are student members in the library committee, who will be available to open the reading section of the library, in the absence of the librarian. They are trained to switch on the UPS and computers in the library. **Maintenance:** Librarian sees to the weeding of unwanted books, binding of journals etc. **Computer centre Utilization:** The computer centre is used mostly outside the class hours. It is mostly used for accessing the internal cloud server for learning materials. Students can access the internal cloud from the library. The student representatives of the library committee arranges the availability of the same. **Maintenance:** Lab technician looks into the maintenance of the computer centre. **Class rooms Utilization:** A class room is allotted to a batch for all the three years of their study. Some classes are equipped with LCD projectors, **Maintenance:** The computer and LCD in the class rooms are maintained by the lab technician. He periodically cleans the LCD projectors, as they gather dust. **Sports facility Utilization:** Sports facilities are under the control of the administrator of the college. Whenever the college needs them exclusively for its use, request is sent to the administrator through the principal. Sports materials like table tennis, shuttle etc. are under the supervision of the Principal. Students are free to use them during intervals and after the class hours. **Maintenance:** Maintenance of the sports facilities are taken care of by the administrator. **Power Supply Utilization:** The institute has a 3 generators Generator is turned on when there is long hours of power failure. **Maintenance:** Maintenance of these facilities is managed by the administrator.

<http://bilasiparacollege.org/policies.php>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	Nil	Nil
Financial Support from Other Sources			
a) National	National Scholarship	369	Nil

b)International	Nil	Nil	Nil
<a href="#">View File</a>			

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Mentoring	01/08/2019	779	College
<a href="#">View File</a>			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

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

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	30	BILASIPARA COLLEGE	CHEMISTRY, BOTANY, PHYSICS, MATHEMATICS, ZOOLOGY, ASSAMESE, BENGALI, POLITICAL SCIENCE, ENGLISH, ECONOMICS,	Gauhati University, Bodoland University, USTM, NEHU, ROYAL GLOBAL UNIVERSITY, B.N.COLLEGE, DHUBRI PGTT COLLEGE, KOKRAJHAR	MA, M.Sc, B.Ed, LLB, MSW

HISTORY,  
EDUCATION

GOVT.  
COLLEGE,  
Panchanan  
Barma  
University,  
JB Law  
College,  
Bongaigaon  
B.Ed.  
College,  
KKHSOU,  
DIBRIGARH  
UNIVERSITY

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year  
(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	1

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
<b>No Data Entered/Not Applicable !!!</b>		

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### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
<b>No Data Entered/Not Applicable !!!</b>						

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Presently the college has no Students Council/Union(Bilasipara College Students Union Society) owing to unavoidable circumstances. However, the representation of students has always been there on academic and administrative works of the college. Though there is no students' council, students are always welcome in all sorts of activities of the college. When various infrastructural developmental works have been taken up, the students are consulted and their feedback have been taken up for future upliftment/modification etc. Again, the students are given the responsibilities for holding Fateha-E-Dowaz Dahom, College Week, Saraswati Puja, Biswakarma Puja, Environmental Field Works, Tithi of Sri Sri Sankar Dev etc. They actively take part in all the activities relating to the celebration of all the festivals mentioned above. Besides, they take part in Quiz Competition, College Week Celebration etc.

### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No



5.4.2 – No. of enrolled Alumni:

60

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

6000

5.4.4 – Meetings/activities organized by Alumni Association :

03

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

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

The college has clubs like-Bilasipara College study circle, cycling club, Health and Gymnasium Club etc. The club members alongwith the staff co-ordinators plan and execute their activities. The management does not interface in these activities. The clubs indentify, suitable Resource Person, present the details of the Resource Persons to the members, fix up a suitable dates, get the permission for the conduct of the programmes. Proper accounts of such events are maintained. We have observed that our students develop leadership skills by involving in such activities.

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

No

### 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	Admission Committees are constituted to conduct and monitor admission process of the college. The important dates along with different terms and conditions are provided in the college Notice Board/Website and on Social Media. Aspiring candidates for admission into various courses have to apply (Offline) mode for admission. After thorough scrutiny and verification of Application Forms, a Merit List has been prepared and published the same on the college Notice Board. The college arranges Help Desk in the Campus for guiding the aspiring candidates in different aspects. Admitted students enroll themselves in various enrichment courses offered by the college fraternity. The Admission Committee strictly follows government directives regarding fees, reservation and guidelines.

<p>Industry Interaction / Collaboration</p>	<p>Efforts are being made to collaborate/interact with various small scale industries available in the locality. Of course, it is a fact that such collaboration didn't materialize in its true sense. Nonetheless, the students gather some basic inputs/information so far industry, collaboration and interaction are concerned. The management has tried its best to collaborate with various small scale industries of this localities.</p>
<p>Human Resource Management</p>	<p>The college organizes various seminars, workshops, talks camps, awareness programmes both for the staff members and students. The faculty members are provided duty leave to participate in the Refresher Course, Short Term Course, Orientation Programme, Conference, Workshop organized by UGC HRDC and other organization/institution. The staff of the college avail the facilities like pension, P.F., gratuity, GIS, Medical reimbursement, etc.</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>There is a central library in the college namely Dr. Banikanta Kakati Library. The college endeavours to construct, renovates and repair the existing infrastructure- like library, hostel, class rooms, laboratories, toilets as per requirement. A large sum has been spent regularly in procuring laboratory equipments, materials etc. The college administrative building is a heritage building. It was donated by the then Zaminder N.N. Choudhury and the same has also been maintained properly. The boundary wall of the Women Hostel has been constructed with gate though it has not covered the total boundary of the Hostel.</p>
<p>Research and Development</p>	<p>The college management has always encouraged the faculty members to undertake research activities. Some of the faculty members have been doing research in various fields under different universities. A good number of research papers have also been published in UGC referred peer reviewed journals. All the teachers participate in various state/national/international level seminars and workshops and present their papers. Some of the teachers act as resource persons in different seminars or workshops.</p>

Examination and Evaluation	The college is affiliated to Gauhati University. The college conducts sessional examinations as a part of the curriculum given by the affiliating university. The college conducts End semesters examinations as per schedule of the Gauhati University. The college faculty members take part in the evaluation process of the different zones as directed by Gauhati University.
Teaching and Learning	Being an affiliated college under Gauhati University, Bilasipara College has limited scope to develop the curriculum. However, the college encourages teachers to participate in the process of curriculum development by becoming members of the committee for curriculum and syllabus of their respective departments in the beginning of the academic session.
Curriculum Development	Being an affiliated college to Gauhati University the college has limited scope to develop curriculum. However, the teachers of different departments follow the curriculum of Gauhati University and arrange classes, sessional examinations, projects and field study.

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

E-governance area	Details
Nil	Nil

**6.3 – Faculty Empowerment Strategies**

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
<b>No Data Entered/Not Applicable !!!</b>						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
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No Data Entered/Not Applicable !!!

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

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

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
00	0	0

## 6.4 – Financial Management and Resource Mobilization

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

At the beginning of each financial year, the Principal prepares a Budget and presents it to the management for approval. The utilization of the Financial Resources is evaluated at the end of the year. The accounts are maintained by and audited by Chartered Accounts/Govt. local auditors. Since the audit of the college is done by external audit of the college is done by well known accountants/reputed agencies. The last audit was carried out in 2019. The administrative staff members carry out an internal audit of the institution. The Principal follows up the expenses and ensures that it is as per the approved budget. She also ensures that all the income expenses are properly documented and posted.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
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No Data Entered/Not Applicable !!!

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6.4.3 – Total corpus fund generated

1200000

## 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Null	Null	Null	Null
Administrative	Null	Null	Null	Null

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

i) Periodic review meeting. ii) Social Activities. iii) Programme on health, hygiene, environment and discipline related activities

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

i) Computer Training Programme. ii) Office Management Programme iii) I.T. Support.

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

The institution has tried to take care of each and every suggestion/recommendation offered by the NAAC Peer team visited the institution during the II cycle of inspection on 28th and 29th March, 2019. 1. The IQAC of Bilasipara College frequently sits to evaluate the progress of its works. It has been conducting and organizing a number of programmes on both academic and co-curricular aspects since April, 2019. Of course it seems that the college suffers a bit owing to the breakout of the pandemic COVID 19. The Prime Minister of India Sjt. Narendra Modi announced Janata Curfew on 22.02.2020 and since then lock down continued in the state. People in general and students community in particular could suffer a lot. The IQAC endeavours to monitor the overall performance of the college from all corners. 2. The College is based on rural background. Most of the students come from Char and backward area having very poor economic background. So the dropout rate was more in previous years. To prevent such tendency initiatives have been taken up with the help of Alumni Association and guardians. It motivate the students as well as guardians and as a result it decrease some extent. 3. Moreover effort has been made to make a Boundary wall around the Women Hostel of the college and improve the drainage system. The authority is also planning to make a new campus on allotted land by the government nearby the women hostel of the college wherein an auditorium with modern equipments could be constructed besides a playground for the students. 4. To improve the ICT facility the computer lab has been maintain properly and the teachers and students have been inspired to undertake further research works in various fields.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	One day National workshop on	19/11/2019	19/11/2019	19/11/2019	270
2019	Organised a National Seminar on Non Formal Education, Library Legislation and Society	24/10/2019	24/10/2019	25/10/2019	250
2019	Organised a Workshop	31/12/2019	31/12/2019	31/12/2019	150

	on Intellectual Property right and Society				
2019	Organised a Post Flood Mega Health Mela	03/10/2019	03/10/2019	03/10/2019	520
2019	Organised a career counselling in association with National Academy of Fire Safety Engineering-Nagpur	19/08/2019	19/08/2019	19/08/2019	370
2019	Book Conservation Workshop	05/07/2019	05/07/2019	11/07/2019	25
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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Nil	Nil	Nil	0	0

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

Percentage of power requirement of the University met by the renewable energy sources
<p>Solid waste Management - The waste is collected and segregated at designated timely intervals. The workers collect garbage from each floor and segregate the waste. They are then taken to the dumping yard provided by the college. The College has contacted authorized vendor who collects the waste from the designated place segregates them and disposes them at the landfills authorized by the government. E-waste management- The e-waste generated from hardware which cannot be reused or recycled is being disposed through authorized vendors</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	5
Rest Rooms	Yes	5
Scribes for examination	Yes	3
Any other similar facility	Yes	5

#### 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
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**No Data Entered/Not Applicable !!!**

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

Title	Date of publication	Follow up(max 100 words)
Nil	Nil	Nil

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Non Violence Day	02/10/2019	02/10/2019	150
National Youth Day	12/01/2020	12/01/2020	65

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

The college has planted trees in and around the campus though the campus is not so sprawling and has tried to nurture those trees in order to make the environment lush green. Most of the office procedures are paperless. Campus is no doubt plastic free. Minor drainage system has been made in order give outlet to the water log. Inside the campus and give a outlet to laboratory waste water also. Besides, A nos. of Dustbins have been placed every hook and corner of the campus for waste management.

### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

Bilasipara College has endeavored to introduce Women Wings of NCC Unit of the college which has been doing well for a long time. About 15(fifteen) girls cadets have been serving the NCC parent unit of the college. The college has a full time Under Officer whose services are available to the students. PT is done every morning and the cadets both boys and girls take part in Independence Day and Republic Day parade organized by the Sub-Divisional Administration every year. It will be worthwhile to mention here that the NCC wings of the college have won distinction in the said parade several times. Bilasipara College ICT department is very well equipped. ICT department organizes different online examination, Seminar and different departments(such as Physics, Mathematics, Economics, Botany etc.) have been organizing practical works through this ICT. Moreover, ICT department helps college administration in various fields such as admission, examination, students' registration etc. As a result, all the administrative works become very smooth and time saving.

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

<http://bilasiparacollege.org/upload/bestpractices/1657617953.pdf>

### 7.3 – Institutional Distinctiveness

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

“Imparting higher education in the field of both Arts and Science to the youths of this locality imparting job orientated education through Vocational/ Computer Courses of study, promoting, highlighting and preserving local Culture and Cultural stuff, inculcating moral and ethical values in the students encouraging the students to dream high preparing young people who can transform knowledge/ideas into action and social reality, decolonizing the minds of the students by injecting in them a sense of national pride and integration and preparing the youths for interaction with the rest of the world.

Provide the weblink of the institution

<http://bilasiparacollege.org/vision&mission.php>

### 8.Future Plans of Actions for Next Academic Year

The IQAC, Bilasipara College has always worked day in and day out in order to create a congenial academic atmosphere in the college so that the students, teachers and the staff members could excel in their respective sphere of life. It has helped to maintain strict vigil on the implementation of recommendations made by NAAC Peer Team (2019) in phase-wise and in a disciplined manner. Some of the proposed plans and actions of IQAC considering available resources of the college for the next academic year could be summerised as under:

- A National Seminar/Webinar will be organized on an important topic relevant to the academic development of the students and faculty members.
- A national workshop on implementation of New Education Policy of India will be organized shortly.
- A series of awareness programmes on various issues like Health, Hygiene, Social evils etc.
- Initiative would be taken to make students admission process, examination, results, administrative process, class room management e-based, etc.
- College library up gradation and modernization initiative be undertaken.
- Departmental seminar/special talk/symposium/intra and inter faculty exchange programme/academic audit etc. be undertaken.
- Initiative be taken for providing Yoga and Meditation, Sports facilities to the students.
- Initiative be taken to construct a auditorium for the students.
- Initiative be taken to provide a playground to the students.
- A health co-ordination be initiated among various stake holders like students parents, guardians, staff members, alumni, management and so on.