



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	BILASIPARA COLLEGE
• Name of the Head of the institution	ANUSHILA CHAKRAVARTY
• Designation	Principal (in-charge)
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03667-295018
• Mobile No:	9435595082
• Registered e-mail	iqacbilasiparacollege@gmail.com
• Alternate e-mail	collegebilasipara1960@gmail.com
• Address	Bilasipara Ward No. 14, P.O. Bilasipara, Dist. Dhubri(Assam), PIn-783348
• City/Town	Dhubri
• State/UT	Assam
• Pin Code	783348
2.Institutional status	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	Gauhati University				
• Name of the IQAC Coordinator	ATIKUR RAHMAN				
• Phone No.	03667250323				
• Alternate phone No.	03667295018				
• Mobile	9859109402				
• IQAC e-mail address	iqacbilasiparacollege@gmail.com				
• Alternate e-mail address	collegebilasipara1960@gmail.com				
3. Website address (Web link of the AQAR (Previous Academic Year))	http://bilasiparacollege.org/assets/kcfinder/upload/files/AQAR%202019-20.pdf				
4. Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.bilasiparacollege.org/docs/Academic%20Calendar%202020-21.pdf				
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	71	2004	04/11/2004	03/11/2009
Cycle 2	B	2.09	2019	01/04/2019	31/03/2024
6. Date of Establishment of IQAC			02/01/2012		
7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
8. Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			No File Uploaded		

9.No. of IQAC meetings held during the year	02
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
1. One day International Webinar on the Freedom Movement in the different parts of the World (15th Aug, 2020)	
2. One day Webinar on the Life and Works of Mahatma Gandhi the father of the Nation(2nd Oct, 2020)	
3. One day International Interdisciplinary Webinar on Gender Issues and Discourse in 21st Century: Inter and Trans Disciplinary Perspectives(26th Aug, 2020) 3. One day International Interdisciplinary Webinar on Gender Issues and Discourse in 21st Century: Inter and Trans Disciplinary Perspectives(26th Aug, 2020) 3. One day International Interdisciplinary Webinar on Gender Issues and Discourse in 21st Century: Inter and Trans Disciplinary Perspectives(26th Aug, 2020)	
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	

Plan of Action	Achievements/Outcomes				
1. Upgrade institutional infrastructure and take necessary actions in order to maintain cleanliness in campus and health of staff members, in view of current pandemic	Campus is sanitized on regular basis and all staff members have fully vaccinated.				
2. Impart regular training to both teachers and student improve the distance learning	Different whatsapp groups have been constructed by the department to provide online learning to the students during pandemic				
3. development of curriculum as per the guideline or SOP from the Government	Process is in full swing				
4. Preparation of AQAR for NAAC assessment	Process is in full swing				
13. Whether the AQAR was placed before statutory body?	Yes				
<ul style="list-style-type: none"> Name of the statutory body 					
<table border="1"> <thead> <tr> <th>Name</th> <th>Date of meeting(s)</th> </tr> </thead> <tbody> <tr> <td>GOVERNING BODY</td> <td>09/02/2022</td> </tr> </tbody> </table>		Name	Date of meeting(s)	GOVERNING BODY	09/02/2022
Name	Date of meeting(s)				
GOVERNING BODY	09/02/2022				
14. Whether institutional data submitted to AISHE					
<table border="1"> <thead> <tr> <th>Year</th> <th>Date of Submission</th> </tr> </thead> <tbody> <tr> <td>2020-21</td> <td>20/01/2022</td> </tr> </tbody> </table>		Year	Date of Submission	2020-21	20/01/2022
Year	Date of Submission				
2020-21	20/01/2022				

Extended Profile

1. Programme

1.1

2

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

File Description	Documents
Data Template	No File Uploaded

2.Student

2.1 2032

Number of students during the year

File Description	Documents
Data Template	View File

2.2

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

File Description	Documents
Data Template	No File Uploaded

2.3 267

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 36

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 36

Number of Sanctioned posts during the year

Extended Profile

1. Programme

1.1	2
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	No File Uploaded

2. Student

2.1	2032
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	No File Uploaded

2.3	267
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	36
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	36
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	33
Total number of Classrooms and Seminar halls	
4.2	92.8
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	45
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The college ensures effective curriculum delivery by following the academic calendar provided by Gauhati University, Assam. The faculty analyses the needs of the students before the commencement of every semester and plans the curriculum as prescribed by the University in such a way that it includes different activities related to the designed syllabus. Each department prepares its own teaching plan allotting term-wise topics to be taught within the stipulated time. Through a series of interactive activities like classroom teaching, group discussions, power point presentations, quiz, debates, academic tests, etc. the students are being given practical insight into the curriculum that helps them to develop their higher order cognitive skills, such as critical analysis, problem solving, evaluation and synthesis. The examination results are reviewed and the weaker students are taught again in remedial classes. Teachers put in all efforts to ensure quality and enhance academic growth. Practical and theoretical examinations are conducted to judge the understanding of the students. The new

examination pattern introduced by affiliating university is being strictly adopted by the college. The CBCS model as per the University norms is in operation. To prepare a planned work schedule with a consideration of due weightage for each paper and number of hours allotted is carried out as per University guidelines. Updating the library with books is done of the changed syllabi every year. All the laboratories are upgraded annually as per requirement of the curriculum. Subject tours are organized to provide practical exposure to the students. Seminars and workshops are being organized. Skill-oriented courses are offered to the students for enhancing their skills and access to jobs in national/international job markets.

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

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

The institute is affiliated to Gauhati University and implements the curriculum prepared by the university. The College has developed a structured and documented process for implementing the curriculum. It is as follows:

- Before the commencement of the semester, the faculty members prepare an academic calendar based on the calendar prepared by the University. This Academic Calendar includes the dates for internal examinations and other co-curricular and extra-curricular activities.
- The college prepares the class timetable, and course plan for the semester. The course plan containing class timetable, semester calendar and syllabus is given to all the students.
- Concern faculty meets the students after the last University examination, reviews the semester completed, and discusses with them about the next semester.
- Faculty members also prepare assignments and case studies in advance. They also prepare a question bank of their courses.
- IQAC periodically monitors the advancement of courses and problems of the students.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	NIL

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

D. Any 1 of the above

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

1.2 - Academic Flexibility

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

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

4

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

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

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

0

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

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

0

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

0

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

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

Courses offered in the college integrate issues related to gender, environment and sustainability, human values and professional ethics. Issues related with environment and sustainability are integrated into courses of Environmental studies, Zoology and Botany. Courses that teach human values in its curricula are Political science, English, Education. Professional ethics are integrated in the courses of English and Education subjects. The college offers a separate skill course in the semester courses.

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Co-curricular and Extracurricular

Activities also. The college has taken active participation in Swachh Bharat Abhiyan started by the government. The college takes efforts for integration of ethical and human values through extra-curricular activities also. Programs conducted by N.C.C. help to inculcate human values among students. National festivals like Independence Day and Republic Day celebration serve as a platform to enliven patriotic and moral values. Different social activities have been initiated by the college like Voter's Awareness camp cleanliness Drive etc are organized from time to time.

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

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

02

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

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

0

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

2032

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

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

473

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

2.2 - Catering to Student Diversity

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

The college admits students from various socio-economic backgrounds. The college undertakes every possible measure to assess the learning levels of its students. The students are guided at the time of admission to make them aware about the course, mode of internal assessment, external assessment, curricular and co-curricular activities, rules and regulations of the institution as well as facilities available in the college. The list of courses, curricular and co-curricular activities, rules and regulations, facilities available etc are also published in the College Prospectus which is provided to the students before the beginning of academic sessions. At the beginning of each course teachers assess the learning levels of the students in the class, their knowledge about the course and accordingly special programmes for advanced learners and slow learners are planned. Remedial and extra classes are conducted for advanced and slow learners. After the completion of syllabus, subject classes are also repeated for slow learners and late admissions. In the CBCS system, students are required to select course subjects based on their core competence, aptitude and skills. The teachers from all departments counsel the students regarding the scope of different courses being offered as well as provide guidance in relation to the student's aptitude and competence. Opportunity is also given

to the students for changing their options if they are not able to cope with the courses they selected. Teachers remain available in college to clear the doubts and counsel the students even on a one to one basis. Extension lectures and exposure, field visits etc are regularly conducted.

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

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

Number of Students	Number of Teachers
2032	36

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

The College always encourages student-centric learning through various methods such as group discussions, quiz competitions, presentations and project work in participative learning and problem solving methodologies. Regular participative activities viz., group discussions, projects, field visits, educational tours, seminars are organized in the college and the students actively participate in

those activities. Students are given individual projects and class assignments for focusing on self study and to encourage independent learning. Different student support systems are available in the college like Library, Computer Lab, Reading Room and smart Classrooms. Students are trained for Basic Life skills such as First Aid, Swach Bharat , Personal Hygiene and Sanitation. Beyond the classroom, college gives high importance to all-round development of students through extra-curricular, co-curricular and field based activities. The objective of student-centred activities outside the classroom is to engage students as much as possible in learning procedures that require more than reading or

viewing the material. Students are taken for study tours to the sites of interest in order to get familiar with the field/natural conditions. To increase the concentration in various activities, the college has framed many committees such as Cultural Committee, Sports Committee, Career Counseling, the Quiz Committee etc.

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

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

Faculty members of the college use ICT technology to improve the teaching and learning process. You- Tube, E- mails, Whatts App group, Telegram, Zoom and Google classrooms, WISE app, College website are used as platforms to teach, communicate, provide material and syllabus, make announcements, conduct tests, upload assignments, make presentations, address queries, mentor and share information. These applications are also used to provide online education during the covid-19 situation. Jio wifi facility is also available in the campus for the students and staff. The library also provides access to computers. Feedback are also received online from the students and faculty members.

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

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

2.3.3.1 - Number of mentors

41

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

2.4 - Teacher Profile and Quality

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

36

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

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

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

07

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

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

2.4.3.1 - Total experience of full-time teachers

36

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

2.5 - Evaluation Process and Reforms

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

Inter assessments and internal practical tests are conducted at appropriate time with respect to calendar of examinations fixed by the University . Date sheets and notifications of Internal assessment is circulated in classrooms and displayed on notice boards. The teachers help students in grasping the correct essence of the questions asked, wherever such an inquiry is raised.

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

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

Most of the grievances related to the examination are received after declaration of results by the University . The errors in their results like marks of the internal assessment, attendance sheets, error in the bio-data etc. are immediately addressed, corrected and quickly disposed of for onward submission to university by the examination committee. Each and every staff members concerned are instructed for due care and cooperation for the quick disposal of student grievances at their respective ends. Besides, the grievances related to the results of the students are received in a Help Desk and the same has been listed and placed before the Principal for the onward submission to the University. The office staff from the Examination Section of the college has been deputed to furnish those grievances personally and by the mail to the competent authorities of the University for the quick

disposal of the same. The AOCs are also made alert in order to help the aggrieved students in collaboration with the H.O.Ds of the various Departments of the college.

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

2.6 - Student Performance and Learning Outcomes

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

The college has well defined learning outcomes. The vision and mission of the college emphasizes on promoting value education through motivated trained faculty to prepare the students to accept the challenges of globalization. The College has a proper mechanism of communication of the learning outcomes of the Programs and Courses, which includes following;

(i) Hard Copy of syllabi and course/programme are available in the respective departments for ready

reference to the teachers and students.

(ii) Copy of routine is also available in the respective departments

(iii) Academic Register is maintained by the departments

(iv) Academic Audit is done by the Departments.

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

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

The college has a systematic process of collecting and evaluating data on programme and course outcomes, for which the assessment

includes the following:

(i) Assessment for the course-level is done via continuous assessment having a particular weightage depending upon course objectives and learning outcomes.

(ii) The evaluation is rigorous. It is done by adjoining the marks acquired by the students to their corresponding Course Outcomes.

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

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

267

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

2.7 - Student Satisfaction Survey

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

http://www.bilasiparacollege.org/student_satisfaction.php

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research

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

0

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

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

0

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

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

03

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

05

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

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

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

16

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

3.3 - Extension Activities

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

The College regularly conducts the extension activities in the locality. These programmes aim to connect the Higher Education Institutions with the society. This will transform the outlook of

the students and inculcate leadership qualities in the youth. Unfortunately the NCC units could not conduct the activities as was planned, due to pandemic, but some extension activities conducted in the academic year 2020 are as follows:

(1) During the peak pandemic period (March–August 2020), the chemistry department of the college produced hand sanitizer and distributed it free to the front line workers in the Locality.

(2) NCC volunteer actively and enthusiastically assisted the College Sanitization programme.

(3) The faculty members and volunteers of the college NCC units took awareness regarding the covid-19 pandemic in the college campus as well as in the neighborhood areas. Posters were pasted on public places where people were given information related to SOPs, use of masks etc. Our volunteers distributed the masks among the masses to motivate and encourage them for following the Covid protocol.

(4) Our faculty members were deputed for doing COVID-19 duties assigned by the local administration.

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

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

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

0

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

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

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

0

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

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

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

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

3.4 - Collaboration

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

02

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

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college has a policy for the creation and enhancement of infrastructure in order to promote a good teaching learning environment, according to its vision and objectives. The institute ensures adequate availability and optimal utilization of physical infrastructure in order to create an environment of excellence in education through technologically innovative educational tools. At the beginning of the academic year need-assessment for replacement

/up-gradation/addition of the existing infrastructure is carried out. The Time Table committee plans ahead for all requirements regarding the availability of class rooms/labs classrooms, laboratories, furniture and other equipment's. Whenever need arises to augment infrastructure in terms of classroom, laboratory books etc. requirements are submitted to the higher education department for allotment of funds and execution of work thereof. Communications are also made to other agencies/public representatives for the same. Regular monitoring of construction works has been done by the Management Committee/Construction Committee. For science stream, utilization of infrastructure is ensured through appointment of adequate and well qualified and experienced lab technicians. On Sundays the class rooms are used for carrying out counselling of IDOL and KKHSOU. It is used as an examination centre for the internal and external examinations of the college as well as for other university examinations like IDOL, KKHSOU etc. The college has upgraded IT infrastructure in view of the recent developments and change in technology to meet the teaching - learning requirements.

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

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

Bilasipara College has adequate physical facilities which are utilized from time to time for conducting curricular, co-curricular and extracurricular activities efficiently.

Student activities - Cultural, sports, indoor and outdoor games, gymnasium, NCC, cultural activities, public speaking, communication skills development, yoga, etc.

Cultural - The Bhupen Hazarika Hall and Dr A.P.J. Abdul Kamal Hall are available for extracurricular activities of the college like cultural functions, medical camps, college seminars. A temporary stage in the common ground is used for cultural activities and functions like celebration of Independence day, Republic day, College Fest etc.

Games(Indoor)- Common Room cum Gymnasium is equipped with Carrom

board and Chess board is available in the campus.

Game (Outdoor) - The college premises is used for sporting activities like cricket badminton, throw-ball etc.

Gymnasium-Common Room cum Gymnasium is equipped with modern gym equipments for exercising.

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

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

33

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

33

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

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

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

100000

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

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library is partially automated. The SOUL has been using for ILMS.

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

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

E. None of the above

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

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

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

0.13761

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

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

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

12

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The college IT infrastructure has been upgraded time to time. The LCD Projector, Printers, high configuration PCs were installed in the college. Smart classrooms, LCD projector, with microphone system and speakers were installed. College is also availing the lease line internet facility from BSNL.

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

4.3.2 - Number of Computers

45

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

100000

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

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

Institutional mechanisms for maintenance and up gradation of the physical infrastructure, academic and sport facilities, and equipments are as under:

(1) Building Infrastructure:-Being fully government institution, a constant effort is made to provide safe and secure space for equipments and tools. There is a college construction committee to

look after the maintenance, repair and constructional work related to the building. Construction, repair and maintenance of the main building and physical infrastructure like water facility, power supply and maintenance of campus is looked after by this committee. For the maintenance of toilets and service areas local fund college sweepers have been engaged for cleaning the toilets, washrooms, and buildings.

(2)Laboratory Equipments and machines:-- Every department maintains stock registers for keeping the list of chemicals, glassware, equipments and other instruments used in laboratory. Maintains consumption register regularly to keep account of the used material and non-functional glassware, miscellaneous items etc. Physical verification of laboratory equipments and machines is carried out to record the functional and non functional equipments from time to time.

(3)Computer and IT infrastructure:-- Maintain stock register and dead stock register regularly to keep record of the functional and nonfunctional items.

(4)Furniture related items:-There is a college construction committee which looks after the maintenance and minor repair work of the furniture and fixtures and other physical infrastructure. The committee brings the requirements regarding minor repair work into the notice of the principal and certifies after the work is completed.

(5)Maintenance of Library/ Library Materials:-Accession and withdrawal/dead stock registers are regularly maintained to keep the record of updated and dead stock accessions. The college also engages local fund employees for dusting and cleaning the library materials.

(6)Sports Equipments:- The sports incharge teacher and student representation regularly maintains the stock register for the equipments and materials related to the sports. The dead stock register is also maintained to keep record of functional/ working and non-functional items.

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

STUDENT SUPPORT AND PROGRESSION	
5.1 - Student Support	
5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
550+2032=2582	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File
5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year	
5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year	
0	
File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	E. none of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

C. Any 2 of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

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

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

5.2.2.1 - Number of outgoing student progression to higher education

15

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

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

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

government examinations) during the year

0

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

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

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

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

Under the vigilance of Student and Teachers' combine committee the college organizes various programmes such as Teachers' Day, Fresher's Welcome, Students Farewell and College Annual Fest etc. Due to Pandemic situation College Sports and other important events could not be organized. The Students representation is also there in various committees like Library Advisory Committee, College Magazine etc.

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

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

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

0

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

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

There is a Alumni Association of the college.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision of the college is to make the institution into an institution of excellence and imparting knowledge to the students to meet economic, social and environmental challenges. The mission of the college is (1). To impart quality education for all round development of students.

(2) To develop community sense through extension work. (3) To inculcate moral values and leadership qualities among students. (4) To promote peace and harmony for better work. The college management is headed by the Principal and is involved in coordinating the functions of the college to its logical end. Various committees comprising members of teaching and non teaching faculty members are involved in curricular and co-curricular affairs and administrative functions of the institution. The heads of the departments / subjects are authorised to monitor the routine functions at the departmental level. The administration encourages them and supports them at all levels. The decision taken by them are given due cognizance by the Principal. The leadership qualities and decision making ability are nurtured in heads of Departments. An environment of equity and democracy is setup to conduct affairs in smooth and satisfactory manner.

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

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

The Higher education department gives sufficient freedom to the Principal, who is the academic head of the institution to function in order to fulfill the vision and mission of the institution. Academic responsibilities fairly divided among all the staff

members. Committees are appointed for the various academic and co-curricular activities to be conducted in the course of the academic year. The responsibilities are communicated to the faculty members through regular staff meetings. The Principal of the College holds regular meetings with the teaching and non-teaching staff. In these meetings, various issues are taken up for discussion before arriving at a final decision. The Heads of Departments monitor the functioning of the various departments. The participative decision-making ensures total participation of all the people concerned. The office administration of the College is headed by the Head Assistant under whom there are Senior Assistant, Junior Assistant and other Class IV Staff. All the above activities both academic and financial levels are finally governed by the Governing Body of the college-which is an apex Body.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college has a perspective plan. The important aspects are:

(1) Quality enhancement and improved teaching-learning environment.

(2) Enhancement of student support systems.

(3) Improved student success rate.

(4) To be more innovative curriculum design and be more creative in academic delivery.

(5) The teacher to be more of a facilitator and mentor

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

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

College is governed by Higher Education Department of Assam Govt. which has the responsibility to take care of all the colleges in the state of Assam. However, the administration of College is the responsibility of the Principal who is directly accountable to the Department of Higher education. (1) Principal :-The Principal is involved in overlooking the implementation of plans of the College. He ensures that regular day to day operations are properly conducted, through feedback from conveners', teaching and non teaching staff. (2) Heads of Departments:- The Heads of Departments ensure that the plans communicated to them by the Principal are implemented systematically.

(3) Committees for co-curricular activities:-The committees are formed at the beginning of the year and are assigned the tasks according to the institutional plans, for the co-curricular activities that enhance overall development of students.

(4) Administrative Committees:- [Examinations, Scholarships, Purchase, Discipline, Sports, Admissions, Library, etc.] For the smooth conduct of all administrative activities according to requirements of academic bodies and government rules, there are committees headed by senior faculty to guide the function.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	View File

6.2.3 - Implementation of e-governance in

D. Any 1 of the above

**areas of operation Administration Finance
and Accounts Student Admission and
Support Examination**

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

6.3 - Faculty Empowerment Strategies

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

Our College has a welfare mechanism for teaching and non-teaching staff.

1. Fully equipped library with Internet facility. The library has a huge volume of books, journals, magazines, and newspapers which can be assessed by all employees. Internet facility is available.

2. Canteen facility is available for both teaching and non-teaching staff. The canteen provides good quality foods at a reasonable rate. Employees can place orders of food of their own choice.

3. A fully equipped gymnasium, with all modern amenities, is set up for workouts.

4. College admission Priority is given in the college admission to the wards of the teaching and non-teaching staff.

5. Free medical camp for staff to keep on monitoring the health of its employees, free medical camps are organized from time to time.

6. Maternity benefits are provided to the women employees as per norms.

7. Wi-Fi facility available across the college campus

8. Adequate pure drinking water is available at different

locations within the college campus

10. Clean and hygienic washrooms, separately for males and females, are set up at different locations on the college campus.

11. Parking facilities for our vehicles are available on our college campus.

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

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

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

0

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

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

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

0

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

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

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

11

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

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

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

There is an Internal Performance Appraisal system for all its

staff members headed by the Principal of the Institution. The Principal monitors and evaluates the performance of all its staff and communicates the areas of improvement or the overall performance annually or as per requirement. Online feedback is also obtained from all staffs time to time. All these are scrutinized and assessed by the Principal. The Principal further communicates the outcome with the staff members in a completely confidential manner.

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

6.4 - Financial Management and Resource Mobilization

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

Institution conducts internal audit on a continuous basis. The Internal audit assistants are stationed in the college office. Statutory Audit is Conducted by Auditors appointed by HE, Department. Statutory audit is completed till financial year 2019-20.

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

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

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

0

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

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

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

Bilasipara College is managed by the Governing Body following the best possible practices in the given working scenario.

(1) The college always ensures that the funds/resources are collected on timely basis and are utilized in the best possible way by ensuring judicious investments and restricting to budgeted expenditure.

(2) The main sources of receipts are fees collected from students and grants from the State Government and MLA LAD Fund

(3) Fee collection is done in a systematic way within a time frame. Students are informed about the time schedule through notifications on college notice boards and what's app .

(4) A budget is prepared in the month of February for the following financial year and every possible effort is made to adhere to the budget.

(5) All purchases are made after inviting requisite number of quotations and their proper scrutiny.

(6) All the expenditures are checked and approved by office bearers and authorities. Internal checks and controls are very much in place which ensures transparency in financial resource management.

(7) The resources are carefully allocated to meet overall administrative requirements including recruitment of staff as and when required, infrastructural upgradation and faculty development etc.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes:-

The vision of Bilasipara College is to impart, promote and spread holistic education among students to make them self-reliant and responsible members of the community. But due to pandemic situation it is not possible to conduct programmes and workshops particularly for the students. The online discussions help the students to identify their areas of concern.

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

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

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

The regular meetings of the IQAC internally as well as with the principal and different committees are conducted to ensure earmarking of the scopes of improvement in all possible spheres of campus life. Regular feedback obtained from different stakeholders help in proper identification of the target area. The major tasks set up by the IQAC in the last year was to take care of the health issues of students during the pandemic times, others included

development of awareness among the various stake holders.

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

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

C. Any 2 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Programs on gender equity have not been conducted by several departments due to pandemic situation.

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

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	D. Any 1 of the above
--	------------------------------

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management
--

Bilasipara College takes initiative for the management of wastes which is generated within its campus. In the campus dustbins have been installed in different places for collection of wastes. Solid Waste Segregation is done by hand sorting. The dry waste which includes paper, cardboard, plastics, scrap materials is separated from others. Organic wastes like the left over food, peels, scrapings from fruits etc are also collected in bins separately. The wastes are handed over to the Town Committee Waste management staffs. For E-waste Management, the College segregates old computers, batteries and wires and disposes them at regular intervals. The laboratory wastes are also disposed taking proper measures. The biodegradable waste products are collected and disposed to the Town Committee waste management staff.

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

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

E. None of the above

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

7.1.5 - Green campus initiatives include

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

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

C. Any 2 of the above

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit

D. Any 1 of the above

3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

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

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

D. Any 1 of the above

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

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

One of the prime vision and mission of the College has been all round development of the students and empowering them. There is a

merit-based selection of students from all communities with different socio-economic backgrounds. The College has been maintaining a well equipped Girls' hostel. Cultural programmes on the Annual Day Celebration and College Foundation Day are organized as joint effort that lays much emphasis on social harmony and makes an awareness of the rich heritage of our locality. Students are encouraged to join the different Social outreach Units of the College to actively work with people from diverse socio-cultural backgrounds with an aim of improving society and make a better tomorrow. Celebration of Republic day & Independence Day through musical presentations has been an institutional practice for decades. But due to pandemic situation the college was not able to arrange a number of programmes with pomp grandeur which were there during pre-pandemic period.

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

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

The College undertakes various efforts to sensitize the students and employees of their constitutional obligation. During the commencement of each session, the Principal of the College delivers an Orientation Lecture to the new batch of students to make them aware of the core values and ethos of the college. The address highlights the need of maintaining harmony amongst all sections and communities. The present day students are the citizens of the future days. For this reason the President of the Governing body, Principal, Faculty members and the Chief Guests inspired our students and encourage them for doing the level best for the society and the country as a whole. Important values like empathy, compassion, respecting diversity, cooperation, coexistence are always highlighted by the college so that these qualities get inculcated among the students. The NCC unit of the College undertakes different kind of activities and teach the students the importance of giving back to the society by believing in the principle of equality, fraternity and societal justice.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

E. None of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

The college organizes and celebrates a number of national and international days Republic day - a program is organized celebrating the Republic day , Teachers' Day - different competitions are organized prior to the day and is commemorated by an invited talk by an Honorable guest and faculty members. Women's Day celebration- 8th March each year is celebrated by various programmes on women empowerment by Women Cell. Environment Day- 5th June- various programmes are organized by students through social outreach committees spreading environmental concern and consciousness. Independence Day- a program is organized to

celebrate India's Independence day through reliving our past and paying tribute to the heroes who laid their lives for their motherland. Library Day:-on the occasion of Death Anniversary of Dr S. R. Ranganathan, the pioneer of library science in India, the college organizes the Library Day. Saraswati Puja- the college organizes Saraswati Puja every year in the college campus. Fatheha-E -Dohazdaham - the college also celebrates Fatheha-E -Dohazdaham in the college campus. But due to pandemic situation the college arranged all the programmes within a limit with respect to the SOP given by the State Govt. and local Administration.

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

7.2 - Best Practices

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

1. **The use of ICT:** The college has a well equipped ICT Deptt. for regular operations. ICT has been put to regular use in academic as well as all administrative activities of the college. Regular upgradation of ICT infrastructure is a regular feature for the college ensuring the best outcome for all the stakeholders.
2. **Green Campus:--**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 to 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 nook and corner of the campus for waste management.

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

7.3 - Institutional Distinctiveness

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

Bilasipara College attempts to empower the students and uphold universal moral and social values. Even during the hard times of the pandemic when the college space became inaccessible and physical meetings were not possible the social outreach units adapted to the need of the hour and continued their services towards the society in all possible ways. Contributions and donations were forwarded to Govt. and various social welfare organizations by the Bilasipara College Teacher's Unit. The College prepared hand Sanitizers and distributed among the frontline workers of the locality with free cost. Students and faculty members were also encouraged to participate in various activities and webinars that included relevant topics. Faculty members were taking online classes and the volunteers of the NCC helped people in pandemic times by posting information about availability of blood, oxygen supply, hospital beds etc.

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

7.3.2 - Plan of action for the next academic year

Upgradation and construction of infrastructure is on the agenda.

* Well equipped reading room construction is going on.

* The 3rd Cycle of NAAC accreditation is impending and so the preparations for submission of the Self Study Report is under progress

* The Institution college is planning to organize ICPR sponsored Three Days long National Seminar on Applied Ethics.