

DRAFT REPORT
ON
INSTITUTIONAL ACCREDITATION

OF

BIHPURIA COLLEGE
BIHPURIA, ASSAM

Visit dates
August 25-26, 2004

National Assessment and Accreditation Council
Bangalore

Draft Report of the Peer Team on assessment of Bihpuria College, Dt. Lakhimpur, Assam

Section 1: Introduction

Bihpuria College is an Arts and Commerce College located at the town of Bihpuria, in the district of Lakhimpur in Assam. It is a semi-urban area with a large concentration of tribal population. The local people established the College in 1973 with the mission of producing at least 'one graduate from each family with a competitive edge'. The College is affiliated to Dibrugarh University and enjoys deficit grant from the Government of Assam. It has been recognised by the UGC in November 1990 under sections 2f and 12B of the UGC Act.

Bihpuria College is a co-educational institution, offering the three-year degree programme of study in arts and commerce streams. It is affiliated to Dibrugarh University. The College also runs higher secondary classes under Assam Higher Secondary Education Council. There is no provision for granting autonomy to undergraduate colleges in the Dibrugarh University Act and as such, the College cannot apply for autonomy.

Bihpuria College has eleven departments in the Arts faculty and one in Commerce. It offers compulsory courses in Assamese as Modern Indian Language and in English, which are common for all degree level students. The College allows a private organisation to run self-financing certificate courses on Computer Education on its premises.

Out of 51 posts of teachers at the College, of whom 41 are sanctioned and the other ten are non-sanctioned. Two sanctioned posts are lying vacant. Thirteen teachers of the College are ladies. Five teachers have doctorate degrees and five others have M.Phil. There are two part-time teachers as well. Among fourteen members of non-teaching staff, three are against non-sanctioned posts and two are ladies.

The College has 470 students in the degree course, girls comprising 42% of the enrolment. Enrolment for the B.Com. programme is very small. All the students are from within the State of Assam. The College has a very large rate of dropout, averaging 65% during the years 1999-2000 and 2000-2001 of entry. The pass rate is 53% for major and 65% for the pass programmes in the year 2003-04.

The College follows the annual system of academic work as prescribed by the affiliating University. The College does not have the liberty of following any other temporal plan or the credit system. It permits limited horizontal mobility of the students during one month after admission. During the last three years, the College had on the average, 232 working days and 116 teaching days per year. 108 working days are lost as examination days and eight days are taken up by the College Week and Students' Union Election.

The College stands on 11.43 acres of land. The sprawling campus has an administrative building and classrooms in separate buildings. The College has a Central Library, a multipurpose hall with a stage, a canteen building nearing completion, a boys' hostel, a girls' hostel and separate common rooms for boys and girls.

The College is administered by a Governing Body within the rules and norms of the State Government and the affiliating university. Apart from representatives of teachers and non-teaching staff, the rest of the members of the Governing Body are nominated by the State Government and the affiliating university. The Unit Cost of education is about Rs.18,140/- per annum inclusive of salary expenditure and Rs. 3340/- excluding the same, considering only the degree level students.

Bihpuria College volunteered to be assessed by the National Assessment and Accreditation Council (NAAC) and set up a NAAC Preparatory Committee consisting of the Principal as Chairman, teachers and a member of the G.B. to prepare the Self-Study Report. The College submitted the Self-Study Report to NAAC in December 2003. A Peer Team was constituted by NAAC to visit and assess the College after validation of contents of the SSR. The team, consisted of Dr. P. K. Chaudhuri, Ex-Member Secretary, West Bengal State Council of Higher Education as Chairperson, Prof. P. K. Biswasroy, Dept. of Commerce, Berhampore University as Member-Coordinator and Prof. R. C. Srivastava, Dept. of Life Science and Dean of the Faculty of Science, Tripura University, as Member. The Peer Team visited Bihpuria College on 25th. and 26th. August, 2004. The Team held interactions with the Principal, Members of the Governing Body, teachers and non-teaching staff. They also met representative groups of students at degree level, parents and alumni. The Team visited all the departments and facilities. The Peer Team presents this Report after an exhaustive study of the Self-Study Report submitted by the College, information collected through

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interactions and validation of facts and figures through visits, interactions and scrutiny of some relevant documents.

Section 2: Criterion-wise Analysis

Criterion I: Curricular Aspects

Bihpuria College is an undergraduate College with Arts and Commerce streams, affiliated to Dibrugarh University. It offers the Three-Year Degree course leading to B.A. and B.Com. degrees with conventional subjects. It also runs higher secondary classes under the Assam Higher Secondary Education Council.

The College offers eleven subjects in the Arts stream. These are Assamese, English, Economics, Education, Geography, History, Home Science, Mathematics, Philosophy, Political Science and Sociology. A student of B.A. has to choose two elective subjects. A student may opt for any one subject excepting Home Science and Mathematics at the major level. Home Science is offered only to girl students. The Commerce faculty offers the conventional commerce subjects at Pass level and two subjects, viz. Accountancy and Business Management at Major level. In addition to the major and elective subjects, Assamese as Modern Indian Language and English are compulsory for both Arts and Commerce degree students. The programmes have skill components ranging from 25% to 30%. The general degree programmes are job-oriented in the sense that they provide access to competitive examinations and eligibility to apply for certain posts in Government Service.

The Extension Education Centre conducts series of lectures on Entrepreneurship and Personality Development with teachers of the College and some invited resource persons delivering lectures. Bihpuria College has entered into an agreement with the Aptech Computer Education Centre, North Lakhimpur, to run certificate courses on Computer Education. The courses in Computer Education and those run by the EEC are career-oriented.

The affiliating University has recently modularised the curricula. The curricula in Education, Sociology and Political Science have components from other related subjects and provide a scope for interdisciplinary approach. There is some flexibility in respect of time-frame and horizontal mobility in pursuing the academic programmes.

It takes about a year for the College to introduce a new programme after getting approval of the State Government and the University. However, the College has not introduced any new course in the recent years. The University revises the undergraduate syllabi and the teachers of Bihpuria College have no role in the process.

The College has received a grant of Rs. Five lakh from UGC to introduce three career-oriented programmes on 'Entrepreneurship Development for Small Business', 'Functional Management' and 'Computer Application in Office Management'. However, the College is yet to start the programmes.

Criterion II: Teaching-Learning and Evaluation

Students are admitted to the degree classes of Bihpuria College on the basis of their results in the Higher Secondary or equivalent examinations. The College conducts written tests after admission to judge the suitability of the students for the concerned programme and retains only those who qualify at these tests in the major programmes. Remedial classes are held before and after normal class hours to help the students facing problems. The advanced students are encouraged to lecture at 'mock classes' and present papers in the departmental seminars.

In the beginning of the sessions, teachers are allotted a number of units in the syllabus to be taught by them. Accordingly, the teachers make teaching plans for the session. The progress of teaching is monitored in departmental meetings. Unit tests are held regularly and the results thereof are taken into consideration to assess the progress of the students and prepare the teaching plans of successive years.

In order to supplement the classroom teaching the teachers organise group discussions of students, themselves acting as observers. The proceedings are noted and the teacher offers comments on the discussions, suggesting means of rectification of the shortcomings. There is no teaching aid available, nor is there any facility for preparing such aids.

The College has 232 working days per year. However, 108 days are lost as examination days and another eight as College Week and Students' Union Election days. There are thus 116 teaching days per year, which is grossly short of the number of 180 stipulated by UGC. The College hours are from 9 AM to 3.45 PM on all working days.

The College has 41 sanctioned posts of teachers, of which 2 are vacant at present. There are 10 other teachers in non-sanctioned posts.



The College follows the rules set by the State Government in recruiting teachers. It advertises vacant posts in a regional newspaper. The applications are short-listed and the candidates thus selected are called for interview by a selection committee formed according to Government norms. The selected candidate, after approval by the College Governing Body, is appointed on probationary basis. The appointment has to be confirmed by the Director of Higher Education of the State Government. It takes six months to more than two years to complete the process from the issue of advertisement to the appointment. However, the College has not appointed any teacher during the last two years.

Teachers of the College often participate in seminars and conferences at national and international level. During the last two years, almost all the teachers have attended seminars and conferences. No national seminar or workshop has been organised and no faculty development programme has been undertaken by the College during this period. However, a Regional Seminar on 'Impact of Globalisation in India' has been organised by the Bihpuria College Political Science Association on 6-7 January, 2003. It was attended by college teachers from Assam and Arunachal Pradesh, school teachers, students and the general public. The teachers attend refresher courses and orientation programmes at Academic Staff Colleges to fulfil one of the requirements of career advancement. During the last two years, forty teachers participated in such faculty development programmes.

Performance of the teachers is evaluated by the College through self-appraisal. It is also evaluated by the students. The results are examined by the Heads of Departments and the Principal and the feedback is used by the teachers to improve their performance. No teaching award has been won by the teachers.

Teachers participate in the administration of the College by acting as Convenor and Members of various Committees. Some of them are the Executive Committee, Academic Committee, the Examination Committee and the Library Committee. Besides, two teachers and one non-teaching staff are Members of the Governing Body.

The College is sensitive to the need for all round development of the students. Students of Bihpuria College have opportunity to participate in outdoor and indoor games and in various recreational and cultural activities.

Criterion III: Research, Consultancy and Extension

Bihpuria College does not have a research culture. There is no Research Committee or any provision of financial assistance to researchers. However, the College is ready to assist research by sanctioning study leave and making adjustments in the teaching schedules to encourage a teacher to do research. The College does not publicise the expertise of its faculty members or offer consultancy service to any external institution.

Extension activities at Bihpuria College are occasional. In May 2003, the College undertook a survey of BPL families in the town of Bihpuria under the Swarna Jayanti Sahari Rojgar Yojana at the direction of the Govt. of Assam. In September 2003, a camp for Health Check-up and blood-group testing was organised by the Department of Political Science of the College. Students and teachers of the College, under the banner of Bihpuria College Ecological Club, conducted a cleanliness drive in some parts of the town. A plantation programme has also been carried out within the College campus. The College has one NSS unit under a teacher acting as the Programme Officer as additional charge. The NSS volunteers organise community development and various awareness programmes from time to time.

Criterion IV: Infrastructure and Learning Resources

The campus of Bihpuria College measures 11.43 acres situated about ten km away from NH 52. It has an administrative block, three buildings with classrooms, one of which has a multipurpose hall serving as an auditorium, a library building, a building for the EEC, BCCGICC and APTECH, a teachers' common room and a boys' common room. Two hostels for boys and girls are within the campus. The campus also has a cycle-cum-two-wheeler stand, a small canteen and two ponds. One canteen building is under construction and is expected to be completed shortly. The College has a playground that can be used for Football and Cricket. There are courts for Badminton and Volleyball. There is a Badminton court inside the compound of the girls' hostel as well. Large areas of the campus are lowland and get waterlogged in the rainy season.

The College maintains the building and other infrastructure by utilising its own funds as well as UGC grants and donations received occasionally. The College allows its infrastructure to be used by external agencies without payment of any charges. The auditorium has been used by 'Mukutaban Kalaniketan', a cultural organisation, a Lok

Adalat held by the Legal Service Authority, Lakhimpur District, Lakhimpur District Students' Union, the Assam Satra Mahasabha and Maharani Bori Mahila Bikash Kendra during the period 2001 to 2003. A public Meeting to form a Consumers' Protection Forum has also been held at the College in 2002. The Environment Committee of the College keeps the campus clean and green through occasional cleanliness drives and plantation programmes.

The College is one of seven neighbouring rural colleges that have an agreement amongst themselves to allow one another to make use of their resources. The group calls themselves the 'RC-7' and have various modes of co-operation including teacher exchange.

The Central Library of the College has about 4900 books. Books and periodicals worth Rs. 1,02,000 and Rs. 1,130 respectively have been added over the last two years. The library has a computer but does not have reprographic facility. The library is interconnected with the libraries of the RC-7 colleges. The library is open on all working days of the College for six to seven hours a day. It has its stacks on a first floor gallery to keep the books secure in the event of flood. There is an advisory committee for the library with the Principal as its President and the Librarian as its Secretary. Each of the departments has its own departmental library.

The College office has a computer and two other computers are available for the use of students and teachers. The individual departments have no computer facility. The College provides accommodation to APTECH, a private organisation to run computer education programmes with two PCs.

The College has two separate hostels for boys and girls. The boys' hostel, housed in an Assam-type building can accommodate 30 students in five six-seated rooms. The girls' hostel has accommodation for forty girl students in ten rooms, each with four seats. It has a Badminton Court for the boarders. Hostel accommodation is provided on the basis of merit and distance of the place of domicile. The hostels can accommodate 70 students in all, which is about 15 % of all degree level students.

The College has plans to add to its infrastructure by obtaining grants from UGC as well as the local MP and MLA from their Local Area Development Funds.

Although the College has playground and courts, the students do not participate in State level sports meets.

Criterion V: Student Support and Progression

The College has started publishing its prospectus from the academic session 2003-04. It contains information on programmes and courses offered. It gives details of courses offered, admission procedure, fee structure, facilities available for students and the list of faculty members.

The College admits students on the basis of their academic records. However, all the departments hold pre-major tests to decide on the suitability of the candidates for major programmes. The College has 470 students in the undergraduate classes, 42% of the students being girls. All the students are from within the state of Assam. The College does not have overseas students or any special policy for admission of such students. The dropout rate of students admitted to the College is about 65% during the sessions 1999-2000 and 2000-2001, while the pass rate at the final examination varies from 53% for major and 65% for the pass programmes in the year 2003-04.

Students of the College are eligible to get merit scholarships and stipends from the Central and State Governments. Two students received merit scholarship in the year 2001-02. However, many students belonging to SC, ST, MOBC and OBC categories receive stipends from the State Government. The College has instituted an award name of 'Late Kirtynath Borgohain Annual Merit Scholarship' of Rs. 1000 to the topper in the degree examination among the students of the College.

The College provides some recreational facilities to its students. Apart from indoor and outdoor games, the College organises cultural programmes during the College Week. Students can write in the annual magazine of the College and wall magazines of the respective departments.

The College does not have any Employment Cell or Placement Cell. There is no system of personal counselling by the teachers.

The College has collected feedback about the quality of teaching in different departments and on the performance of teachers from the major level students in the year 2003-04 on a 10-point scale.

Students of Bihpuria College have gone into employment as school and college teachers or have clerical jobs. Many are occupied in agriculture, business and journalism. A few are administrators, politicians and lawyers. The College has recently

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formed an Alumni Association. The Association had its first meeting in January 2003. It has resolved to raise funds for the development of the College.

Criterion VI: Organisation and Management

A Governing Body (G.B.), constituted according to the Assam Non-Government College Management Rules, manages Bihpuria College. It consists of ten to twelve members, with two nominees of the State Government, two nominees of the affiliating university, one educationist, one person from the backward classes and a lady member nominated by the Director of Higher Education, apart from the Vice Principal and the local Deputy Commissioner. The Principal is the Member Secretary of the G. B. as well as the academic and administrative head of the institution. Two teachers and one member of non-teaching staff are co-opted into the G.B.

The College has a number of committees to assist the Principal in the administration of the College. The 'Executive Committee' (EC) has the Principal as its Chairperson and all Heads of Departments, the Upper Division Assistant, the seniormost among Lower Division Assistants and the General Secretary of the College Students' Union are its members. The EC prepares the draft budget for approval of the GB, advises the Principal about various requirements and looks after discipline in the campus. A member of the GB acts as the adviser to the EC. The Academic Council consists of the Principal as its Chairman and one representative of each academic department as its member. It prepares the Academic Calendar, class routines, programmes for Students' Union Election, College Week etc. It also monitors the teaching plans of departments, plans the departmental seminars, conferences and study tours. The Library Committee recommends the books and periodicals to be procured by the Library. There are also an Examination Committee to look after College Examinations and an Environment Committee that ensures cleanliness of the campus and maintains the academic atmosphere of the College.

The Principal acts as the co-ordinator of the decisions and functions of the committees. The committees ensure a democratic and transparent administration of the College. However, the College has not appointed any external agency to improve its functioning. The Senior Assistant has the responsibility of monitoring the performance of the non-teaching staff and reporting any lapses to the Principal.



The College fills up vacancies by issuing advertisements in a regional newspaper and forming a Selection Committee according to Government rules. The selection committee consists of the President of the G.B. or his nominee as the Chairperson, the Principal, a senior teacher of the department concerned, two nominees of the Vice-Chancellor of the University and two subject experts to be nominated by the President of the G.B. out of a panel approved by the Vice-Chancellor. The Selection Committee awards marks to the candidates according to norms set by the Government. The G.B. appoints the best candidate from the panel of candidates selected by the Selection Committee.

The fees charged by the College for all the programmes covered by the grant-in-aid are as prescribed by the University. The monthly tuition fees are Rs. 60 and 70 for Pass and Major Programmes respectively. The fees have been enhanced from the year 2003-04 from Rs. 30 and 32 for Pass and major programmes respectively, in Arts and Commerce. The library fee is Rs. 50 p.a. and other fees Rs. 810 p.a. The hostel charge is Rs. 1435 p.a. and messing costs Rs. 550 per month.

The APTECH Computer Education runs computer courses at the College. It offers three courses, viz., 'Vidya' on computer fundamentals and Office 2000, 'Designpro' on computerised publishing and 'Accountspro' on computerised financial accounting @ Rs. 1600 for each course. The College collects the fees and retains 15% in terms of the agreement with APTECH.

The College is under the deficit grant scheme of the Assam Government. Under this scheme, the College utilises 70% of the amount received as students' fees to pay the salary of all staff in sanctioned posts, the deficit being met by the State Government. The remaining 30% of the tuition fee income and the whole of admission fees are spent in meeting its non-salary expenditure and paying the salary of non-sanctioned staff. The College had a deficit budget for the year 2001-2002 and a surplus one in 2002-03. The College is yet to institutionalise a Grievance Redressal Cell. The College has a system of internal audit. In the report of the Internal Auditors for the year 2002-03, no gross irregularity was mentioned.

Employees of Bihpuria College have formed an Employees' Welfare Fund. Members contributing to the fund can have loans of up to Rs. 50,000 depending on their own contributions. Emergency loans of Rs. 5000 are also available in unexpected financial difficulties.

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The College evaluates the performance of teachers through their self-appraisal statements. However, research activity and participation in extension work by teachers are not monitored by the College. The College does not hold any staff development programmes either for teachers or for the non-teaching staff.

Criterion VII: Healthy Practices

The Peer Team, after having observed the functioning of the institution in details likes to identify certain healthy practices prevailing at Bihpuria College. These aspects are mentioned below.

- The College has a tie-up with six other rural colleges in the district of Lakhimpur. Colleges in this cluster have an understanding about sharing each other's resources and conducting student exchange programmes.
- The College has entered into a memorandum of understanding with APTECH Computer Education, to offer an opportunity of Computer Education to its students.
- There are several committees at Bihpuria College, which share the burden of administrative responsibilities. Apart from making the administration transparent and democratic, this practice helps to train up the younger teachers to participate in the administration so that they can bear greater responsibilities in future.
- The College has established a Quality Enhancement and Documentation Centre to monitor and record the quality improvement strategies adopted by the College.
- The College is located in an economically backward area and many of its students come from needy families. The College identifies the meritorious and needy students and provides financial assistance.
- Students of Bihpuria College have a uniform dress code, which gives them a distinctive identity and a sense of belonging.
- Teachers participate in cultural programmes along with students, which creates bridges of love and understanding between the students and teachers.

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Section 3: Overall Analysis

Bihpuria College is an Arts and Commerce College located in a rural and tribal area. It is connected by NH52 with the district headquarters at Lakhimpur and the State capital at Guwahati. The College has a Commerce stream and ten subjects in Arts, offering major programmes in all subjects excepting Mathematics and Home Science. However, the Department of Commerce, with eleven teachers in sanctioned posts and two in non-sanctioned posts, has a meagre enrolment of 25 students. Some other departments like History, Geography, Mathematics and Home Science have poor enrolment. The College has a large drop-out rate and a low pass rate, both signifying a wastage of the capacity of the institution. It thus creates the impression that it is not fulfilling the present day needs of the local populace.

The Peer Team likes to make the following suggestions for its general improvement and achieving higher academic standards.

- In the present scenario of higher education, need-based and career-oriented courses have gained immense importance. The College can help its students in being established in life by introducing such courses. It may therefore explore the possibility of introducing courses of study on Communicative English, Tax Procedure & Practices, Tourism and Travel Management, Computer Applications etc. It may also try to introduce some courses suitable for girls like Food Processing and Fashion Design. The department of Home Science may act as the nodal centre for these courses. The College may also try to offer short-term self-financing training courses on Poultry-keeping, Horticulture, Floriculture, Mushroom Cultivation and Pisciculture.
 - None of the academic departments has a computer. The College may consider establishing a small computer centre and providing computer training to all teachers. The College may try to provide Internet access to all the teachers.
 - The College may try to establish its own department of Computer Science and offer Computer Science as an elective subject. The department would also be able to run self-financing certificate courses on computer application at rates lower than those charged by APTECH.
 - The number of teaching days of Bihpuria College is grossly inadequate. The College may try to reduce the number of days taken up by examinations and vacations and increase the number of teaching days to 180 as stipulated by UGC.
 - The pass rates in many subjects at Major level are very low and constitute great educational wastage. The College may introduce remedial coaching in a regular manner to improve the pass rates.
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- There is no research culture at the College at present. Research on topics of current interest using locally available resources will create more job satisfaction among teachers, especially in departments like English, History, Geography, Mathematics and Commerce where the enrolment is poor. Teachers may submit proposals for Minor Research Projects to the UGC.
- The College may try to construct more classrooms, for smooth running of the academic programmes.
- Teaching at Bihpuria follows conventional methods to a great extent. The College may try to make use of teaching aids like charts and maps, slides and transparencies.
- The College has a perennial problem of water logging. Digging out of soil to create a moat around the campus and ponds and at the same time, using the soil to raise the level of the land can solve the problem. The ponds can be used for pisciculture and the moat would serve for demarcation of the boundary of the campus.
- The Grievance Redressal Cell may be formalised and records of grievances and the follow-up actions may be recorded.
- The College may arrange for Mediclaim policies for its non-teaching staff and subsidise the premium to be paid by the incumbents.

The Peer Team takes this opportunity to thank the College authorities for its hospitality and to appreciate the co-operation it has received from the College. The Peer Team wishes the College a bright and fruitful future.

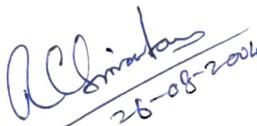
I agree with the contents of the above report.


(P. K. Borgohain) 26/8/04
Principal, Bihpuria College


Principal
Bihpuria College
Bihpuria, Pin-786110
Assam


26.08.2004
P.K. Chaudhuri
Chairman


26.08.04
P. K. Biswasroy
Member


26-08-2004
R.C. Srivastava
Member