INSTITUTIONAL ASSESSMENT AND ACCREDITATION
(Effective from July 2017)

Accreditation - (Cycle - 2)

PEER TEAM REPORT ON

INSTITUTIONAL ACCREDITATION OF BIHPURIA COLLEGE

Lakhimpur
Assam
784161

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P.O. Box No. 1075, Nagarbhavi, Bengaluru - 560 072, INDIA

Section I:GENERAL INFORMATION		
1.Name & Address of the institution:	BIHPURIA COLLEGE Lakhimpur Assam 784161	
2.Year of Establishment	1973	
3.Current Academic Activities at the Institution(Numbers):		
Faculties/Schools:	2	
Departments/Centres:	11	
Programmes/Course offered:	2	
Permanent Faculty Members:	34	
Permanent Support Staff:	9	
Students:	820	
4.Three major features in the institutional Context (Asperceived by the Peer Team):	1. College is situated in semi-urban area largely catering to rural and economically backwards category. 2. Active NCC and NSS units of the college 3. Co-Education UG College with disciplined students.	
5.Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure):	From : 07-07-2022 To : 08-07-2022	
6.Composition of Peer Team which undertook the on site visit:		
	Name	Designation & Organisation Name
Chairperson	DR. BIJENDER KUMAR PUNIA	Vice Chancellor,M.D. UNIVERSITY
Member Co-ordinator:	DR. PRAKASH CHANDRA PATTANAIK	Professor,UNIVERSITY OF DELHI
Member:	DR. ANIL KUMAR SRIVASTAVA	Principal,Maharaja Surajmal Teachers Training College
NAAC Co - ordinator:	Dr. Vinita Sahu	

Section II:CRITERION WISE ANALYSIS
Observations (Strengths and/or Weaknesses) on each qualitative metrices of the key Indicator under the respective criterion(This will be a qualitative analysis of descriptive nature aimed at critical analysis presenting strength and weakness of HEI under each criteria)

Criterion1 - Curricular Aspects (Key Indicator and Qualitative Metrices(QlM) in Criterion1)	
1.1	Curricular Planning and Implementation
1.1.1 QlM	**The Institution ensures effective curriculum delivery through a well planned and documented process**
1.1.2 QlM	**The institution adheres to the academic calendar including for the conduct of CIE**
1.2	Academic Flexibility
1.3	Curriculum Enrichment
1.3.1 QlM	**Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum**
1.4	Feedback System

Qualitative analysis of Criterion 1

The Bihpuria College, Assam, a UG college offering two streams, Arts and Commerce, follows the curriculum of UG courses designed by the affiliated university, i.e. the Dibrugarh University. Though Dibrugarh University develops the curriculum, its effective implementation is the college's responsibility. The college also follows the mechanism based on the guidelines prescribed by the affiliated university in their effective implementation. The tool includes preparation of academic calendar, timetable, and their implementation department-wise for the coverage of the whole syllabus in a time-bound manner, course plan by the teachers, delivery mechanism, curriculum transaction and conduct of internal assessment examinations in the college. The implementation process is monitored by a committee comprising the Principal, Vice- Principal, and the Coordinator, IQAC. Besides, the smooth conduct of examinations is the responsibility of the Internal Semester Monitoring Committee (ISMC). The examination is conducted on a regular basis, and orientation to the students before the final test is an added advantage to the students. Students are informed of the evaluation process and grading patterns during directions through the orientation programme, notifications on the College website, and e-mail communication. Guidelines provided by the university in this regard are effectively followed.

In addition, ISMC also looks after the admission process and monitors the process of preparation and implementation of the academic calendar, completion of the syllabus on time, evaluation of answer scripts, and the overall execution of the norms and guidelines, which is achieved by collecting periodical reports from the teachers and the departments and the comprehensive report of the same is prepared. Keeping in mind the course structure and the Academic calendar of the affiliated are followed at the beginning of each semester, strictly. The teaching plan is made such that each unit of the course is completed within the allocated time.

Teaching plan and evaluation process through a Continuous Internal Evaluation System that is primarily designed to assess the outcome from time to time and looks after the student's development. The efforts in this direction begin with the conduct of Orientation programmes for the students and making them aware of the course and examination-related initiatives of the college in the beginning of each semester. The process also includes the analysis of results in consultation with the course teacher(s). The review meeting, parents-teachers meetings followed by the arrangements of remedial classes for the slow learners and further orientation for others are arranged. The college, after conducting two seasonal examinations each semester,

finally conducts the end-semester examinations adhering to the rules of the university.

Project works are assigned on different issues, and their presentation is encouraged under the teachers' supervision. Besides, the teachers and the institution attend to individual students' problems.In integrating cross-cutting issues in the curriculum, the institution has a limited role except for initiating some activities needed in the institution. Programmes in the line of creating awareness on gender issues are planned and executed by the College Women's cell. The programmes which are conducted by the cell include guest lectures and invited speakers to speak on the topics related to gender issues, seminars on women atrocities, legal rights and women empowerment, and to create a gender-friendly environment. The programmes are designed keeping in mind the interest of the 54% of the girl students.

Similarly, resource persons are also invited to talk about bio-diversity and environmental issues. Students are encouraged to develop an interest in environmental issues for which programmes such as World Environment Day, "Clean India- Swachh Bharat Campaign," promoting awareness of the local people are observed, and plantation drives with the help of the locals are initiated in the nearby areas.Besides, various awareness programmes are arranged by the college under different departments, e.g. arrangement of lectures on Human rights, Voting rights by the Department of Political Science, and development of mental health by the Department of Education.

NAAC

Criterion2 - Teaching-learning and Evaluation (Key Indicator and Qualitative Metrices(QlM) in Criterion2)	
2.1	Student Enrollment and Profile
2.2	Catering to Student Diversity
2.2.1 QlM	**The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners**
2.3	Teaching- Learning Process
2.3.1 QlM	**Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences**
2.3.2 QlM	**Teachers use ICT enabled tools for effective teaching-learning process.**
2.4	Teacher Profile and Quality
2.5	Evaluation Process and Reforms
2.5.1 QlM	**Mechanism of internal assessment is transparent and robust in terms of frequency and mode**
2.5.2 QlM	**Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient**
2.6	Student Performance and Learning Outcomes
2.6.1 QlM	**Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.**
2.6.2 QlM	**Attainment of programme outcomes and course outcomes are evaluated by the institution.**
2.7	Student Satisfaction Survey

Qualitative analysis of Criterion 2

In the beginning of the academic session, an orientation programme is arranged to make students aware of the course and the evaluation processes. The intuition follows a mechanism where the concerned subject teachers assess the learning levels of the students after identifying the slow learners. Besides, the students are encouraged to acquire the basic concepts and their applications, monitored, and necessary guidance. And the overall teaching arrangement is made following student-centric approaches. In addition to that, Remedial/Tutorial classes for slow learners, counselling of both the students and parents and availability of specialized reading materials under the supervision of mentors.

The advanced learners are identified and given instructions to explore further. Their interests are further taken care of under the supervision of the teachers through interactive and group learning and knowledge-sharing methods.Students are provided with extra learning materials wherever required and encouraged to participate in seminars. Special talks and lectures by eminent personalities and special programmes to stimulate the students' participation in various activities on the capacity building are arranged.

A wide range of learning experiences is offered to the students to impart knowledge, skill, and human values through various activities, which include a well-thought student-centric method for an effective teaching-learning process. Different departments of the institution conduct group discussions among students as a part of participative learning, practised as and when found required. Participative learning, problem-solving strategies and learning experiences of the students are also developed through their active participation in extracurricular activities.

Environmental study tours/excursions and allotment of projects and assignments are kept mandatory for students from every stream at the departmental level. Activities such as study tours and visits to higher learning institutions beyond classroom teaching help the students acquire more information from the surroundings and instant problems. Students are also given assignments to develop their problem-solving, mental and participative skills.The college encourages teachers to use the latest pedagogical teaching technology, including audio-visual teaching tools.

Challenging assignments and projects are given to the students to grow their intellectual calibre, sharpen their curiosity, and induce them to experience the thrill of learning and enjoy the pleasure of achievement Study material and periodic assignments are also made available to the students. This enables students to come prepared for the classes. This practice has led to better interaction in the classrooms and laboratories. The college has developed various methods and uses them to enhance the learning experience of the students. Among them, the following may be mentioned:

1. Various departments organize field visits and situation-based learning for the students.
2. Assignments are given to a select group of students to enable participative learning. Group discussions are also arranged regularly for this purpose.
3. Quizzes, debates, etc., are organized by departments and individual teachers in different classes, which are curriculum-centric and of the nature of general knowledge.

The seminars on a regular basis every session where resource persons of repute are invited. Students are also encouraged to present papers related to their course; depending on the course, projects and computer applications are very much part of the curriculum.The institution favours providing necessary modern facilities to teachers to make their teaching more stimulating in the classroom. Regular interactions among teachers are carried out to make the teaching-learning process effective. The college has six ICT classrooms computer lab equipped with 11 computers and projectors for teaching. Though such a facility is not adequate compared to its students' strengths, it helps acquit the students and teachers with modern learning tools.The teachers are encouraged to get themselves trained in using ICT tools to respond and participate in workshops held outside. They also encourage the students to become familiar with the new trends in learning. Hence teaching using PPT, video clips, and Google classroom has become popular in the college.The use of ICT-enabled tools in the teaching-learning process needs to be improved/strengthened.

Centralized Continuous Internal Evaluation System: Continuous Internal Evaluation is a part of the teaching-learning process. As a part of a sound educational strategy, Bihpuria College adopts a Centralized Continuous Internal Evaluation (CIE) system to assess all aspects of students' development on a continuous basis throughout the year.Orientation on Evaluation Process: The institution makes the students aware of the evaluation process through the following initiatives –

1. The orientation programs at the beginning of each semester.
2. Teaching plan containing evaluation procedures.
3. Academic calendar with examination dates.
4. Orientation on changes and amendments in the evaluation process through tutorial meetings.
5. Display on the college and department notice board.

Result analysis and review meetings: Result analysis is done by the class teachers after each sessional test. The pass percentage of each course is calculated by dividing the total number of students who appeared and passed each course. The Principal monitors the performance of the students, and the necessary feedback is given to the concerned faculty members. The Principal conducts review meetings department-wise to give necessary

feedback for improving students' performance.Progress reports and parents' meetings: Bihpuria College is very keen on monitoring the students' performance and reports to the Parents. The teachers send progress reports to the parents after each test. Parents or guardians are advised to note the performance of their wards and take remedial measures if needed. Whenever necessary, the teacher shall recommend the visit of the parents to the college for a discussion about the student.Remedial classes: Most often, remedial classes are conducted for the slow learners, absentees and the students who participate in sports, NSS activities and Student's Union Body activities. This practice helps struggling learners update their subject knowledge and helps them to catch up with their peers.

External examinations: External examination of three hours duration is conducted at the end of every semester for all the theory and practical papers. Students should satisfy the eligibility criteria of 75% attendance in each semester to appear for the University examination. The students who have a 'backlog' are permitted to sit for both the semester examinations.Revaluation: The students are informed of the revaluation scheme available to them. Revaluation is permitted for degree students who apply for it within the stipulated time on payment of a prescribed fee. Revaluation is permitted only for the papers written in regular semester examinations and not for 'back' examinations.

The students are made aware of the examination pattern at the session's beginning. The students check answer scripts after the evaluation to know their errors. The teacher's observations are discussed with the students, displaying results on the notice board. While following both formative and summative evaluation approaches, students' abilities and skills are measured periodically through unit tests, class tests, assignments, field reports, performance in the class, seminars, quizzes, and practical examinations in the subjects wherever needed. Based on students' feedback, teachers modify their approaches to teaching.

Remedial measures are undertaken to benefit the students and slow learners through discussion among the faculties. Each department adopts a complete proof system to conduct tests, display results, and attend to grievances.Matters relating to the internal evaluation are discussed in the Academic committee meeting and discussions with the Examination Committee, the evaluation process is adequately monitored.In addition to that, the students are informed of the revaluation scheme available to them.

In matters related to the examination, the college follows the prescribed guidelines of the affiliating university on the issues related to the conduct of examination and frames its pattern for internal examination and internal assessment, which is timely monitored by the Academic and the Examination Committee.The institution uses assessment/evaluations as an indicator for evaluating students' performance. They are given proper space to register their grievances. An adequate mechanism is followed to initially redress students' grievances at the department level and later take them to the university through the college. The examination branch is entrusted with addressing issues related to the examination. If needed, the matter is sent to the university.In a nutshell, a proper and systematic procedure is followed while addressing examination-related issues both in the college and at the university level.

Each course has a clearly stated outcome. Link is provided for Course Outcome of each Course in the affiliating university that designs the curriculum and revised from time to time. In some cases, the college has representation.Course outcomes and Programme outcomes are made available on both the college and university website for the information of all stakeholders. At the beginning of the new academic session, every department in the college provides an orientation to students elaborating upon the Course outcomes and Programme outcomes. The development in the form of Course outcome gets reflected in the students' semester results.

In attaining programme outcomes and course outcomes, the college follows the formative and summative methods as per the affiliating university's guidelines. The method includes internal assessment, project work, field study, departmental seminar, and practical in H. Besides, the level of attainment is measured at the end of the semester examination. The calculation of the outcome is done in terms of CGPA points. And the percentage is acquired through it, where the college evaluates 20% of the allotted marks for each course. Indirect assessment strategies are implemented by embedding them in Student Survey, Employer Survey and Alumni Survey. Various tools like End Semester Examination, assignments etc., are used for the assessment of POs/ PSOs and their frequencies.The institution evaluates the outcome through continuous evaluation within its limited infrastructure. The number of students going for higher studies and their placements is considered by their attainment levels of course and programme outcomes.

NAAC

Criterion3 - Research, Innovations and Extension (Key Indicator and Qualitative Metrices(QlM) in Criterion3)	
3.1	Resource Mobilization for Research
3.2	Research Publications and Awards
3.3	Extension Activities
3.3.1 QlM	**Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.**
3.4	Collaboration

Qualitative analysis of Criterion 3

Being a UG college the culture of research is not very encouraging. However, the teachers have published some moderate quality papers and written few text books. Only one teacher has completed one MRP, however that is beyond the assessment period. The college conducts different extension activities in the neighbourhood community as a process of sensitizing students to social issues, moral values and community service. The extension activities are as follow:

- Tree Plantation in nearby areas and neighbouring school campuses.
- Visit villages located in Assam border areas with the aim of achieving unity and integrity among the cross-cultural population.
- In accordance with the "Swachh Bharat Mission," the students are encouraged to participate in campus cleaning and neighbourhood clearing programmes.
- The NSS Unit of the College takes the initiative in helping the flood-ridden area of the district. The students, along with the teacher, help the victims of natural calamities like storms and floods.
- The various departments of the College and the Women Cell are involved in extension activities through projects aimed at gender empowerment, environmental protection, human rights, peace and conflict issues and socio-economic-cultural studies.
- The NCC unit of the college conducts some programmes that train students to become responsible citizens. Besides organizing cultural exchange programmes and sports mela, the NCC unit also engages itself in rallies on social health and gender-related issues.
- The NSS and NCC unit has also actively participated in the COVID management programmes during the pandemic.

The institution's extension activities are seen in its efforts to reach out to the neighbourhood community. Such activities as environmental awareness, voters' awareness programmes, sexual harassment, blood donation camp, cleanliness drive, distribution of reliefs, mock drills to help earth quack victims, and various other activities conducted through its NSS and NCC wings.

During the Pandemic COVID-19, the institution connected with the people and helped them meet the challenges through a series of programmes conducted with the help of NSS and NCC in the college and the neighbouring areas maintaining the COVID protocol. The college was used as a COVID treatment centre and helped the people of the locality.

Under the "*Swachh Bharat* Mission," the students are encouraged to participate in campus cleaning and neighbourhood clearing programmes.Plantations in the college and nearby areas are undertaken, a village with the population of Tea tribes of Assam has been adopted, and various initiatives are undertaken there.The Women Cell, along with the departments, are involved in extension activities through projects aimed at gender empowerment, environmental protection, human rights, peace and conflict issues and socio-economic-cultural

studies.

NAAC

Criterion4 - Infrastructure and Learning Resources (Key Indicator and Qualitative Metrices(QlM) in Criterion4)	
4.1	Physical Facilities
4.1.1 QlM	**The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.**
4.1.2 QlM	**The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.**
4.2	Library as a Learning Resource
4.2.1 QlM	**Library is automated using Integrated Library Management System (ILMS)**
4.3	IT Infrastructure
4.3.1 QlM	**Institution frequently updates its IT facilities including Wi-Fi**
4.4	Maintenance of Campus Infrastructure
4.4.2 QlM	**There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

Qualitative analysis of Criterion 4

The college is committed to providing students with specialized facilities and resources to promote a better teaching-learning environment with a focus on undergraduate-level students; The College is well-equipped with an Auditorium for organizing seminars and workshops. Again, one generator set is operational to supply electricity. Along with that, the college has a Transformer of 63KVA of its own to have a good electricity supply. Pure drinking water through a central water filter is available. Further, an electronic water filter has also been installed in some departments. The college has a canteen where students and faculty members can have refreshments. A cycle shed is available. Under learning resources, the college has one central Library. The college has a computer lab with 11 nos. of computers, and Wi-Fi is connected with the IQAC office through which students can have internet facility. Almost all the departments are equipped with one computer. Commerce stream possesses separate buildings for a common room for faculty members, Class Rooms and toilets. With financial assistance from Assam Government, another Block consisting of general, Digital & Virtual Class Rooms has been constructed. As a part of student support, four separate spacious rooms are used for Grievance and Career Counselling, IQAC, NSS and Students' Union Office. the college offers a traditional learning environment combined with practical experiences such as field study, career counselling and volunteer opportunities (NSS), equipped with 28 numbers of classrooms. The college also provides modern teaching facilities in the form of two (2) ICT and three (3) Digital and Virtual classrooms.The institution encourages its students in curricular and extracurricular activities. It has one playground for sports activities and one indoor stadium, named 'RONGMAHAL', with different cultural activities and functions.

The institution has adequate facilities for teaching-learning classrooms, laboratories, computers and other equipment. The facilities include drinking water provision, canteen, 63KV transformer, Cycle shed for the students are available in the college.The college has 28 classrooms, 02labs, 02 conference halls, 01 computer lab with 11 computers, 02 ICT support classrooms, 03 Virtual classrooms, 02 teachers' Common rooms, separate Common rooms for boys and girls. Besides hostel facilities are available for girls and boys in the college.The Commerce Department of the College has a separate building. A Block consisting of general, Digital & Virtual Class Rooms is available now, which was constructed with the financial support received from the Government of Assam.Besides, four separate rooms are used for Grievance and Career Counselling, IQAC, NSS and the Students' Union Office.The institution encourages its students in curricular and

extracurricular activities. It has got a large outdoor playground which is well equipped for conducting all outdoor events.However, during the Peer Team visit, the outdoor sports grounds were filled with flood water. One indoor stadium is equipped with the facilities to conduct indoor events and indoor games. The college has an adequate size of auditorium for the events of different cultural activities and functions. A mini-gym is attached to the indoor stadium for the students.

The college has a library with a collection of 4180 textbooks and 5929 reference books, and the Library has a separate reading section for boys, girls and teachers.The Library has a subscription of seven journals, and both books and e-journals are subscribed through membership under the N List programme. The Library provides access throughinternet to e-books on different disciplines, journals, and has subscribed 05 journals and 06 magazines. The consultation service is facilitated through a user ID and password.The Library is not fully automated, but it works with the support through ISLM software, SOUL with version 2.0. The Library has an Online Public Access Catalogue to help ease the process of searching for books. Three sets of computers and two printers are available in the Library for public access.The college has also made provision of Digital Library having eleven computers with well-connected internet facilities. Besides the annual grant received by the Library, library resources are increased through a donation from the public and other agencies.However, during the last three years, the college did not purchase books for the library due to COVID reasons are the others.

The college has a computer lab with11computers. 11 computers in the Library, and 17 computers are used in various departments and offices making it a total of 39 computers in the college. Computers are equipped with Intel dual-core processors with OS Windows 7 and Windows 10. Computers in the office are connected with BSNL Broadband internet access, where the LAN is associated with 100 Mbps bandwidth. All the departments are provided with a Wi-Fi facility, the facility of which is extended to students to some extent. The college has a subscription to the institutional digital repository N-LIST e-resource software programme maintained by INFLIBNET. The library software is updated to SOUL 2.0.

The college has three laboratories in the departments of Education, Geography and Home Science. The maintenance policy of the college for departmental equipment and laboratory is done through outsourcing under the guidance of the respective departmental teacher. The departments carry out repairing of outdated laboratory items.The college authority purchases laboratory equipment through an established system. As per requirements of the departments and maintenance of the laboratories also undergo specific procedures.

The college authority maintains the college's sports complex with the help of the Teacher-in charge and the student's union. Procurement of sports material is done through the proper system.Maintenance of computers is undertaken under a local firm/service provider.Classrooms, laboratories, Common rooms for boys, girls, and Students union office, Boy's Common Room, Girls' Common Room, Students' Union office and NCC offices are maintained by the students themselves under the supervision of respective secretaries and senior cadets.

The hostel committee maintains the hostel property.Audio-visual systems and other equipment of the conference halls are maintained under the monitoring supervisory assistant. The college looks after the maintenance in a planned manner involving the Governing Body. The College prepares plans for the care and utilization of physical, academic and support facilities of the college in consultation with different committees such as the Construction Committee, Advisory Committee and Purchase Committee. The Library has an Advisory Committee, which mainly looks after purchasing books and journals, and the administration.

Criterion5 - Student Support and Progression (Key Indicator and Qualitative Metrices(QlM) in Criterion5)	
5.1	Student Support
5.2	Student Progression
5.3	Student Participation and Activities
5.3.2 QlM	**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)**
5.4	Alumni Engagement
5.4.1 QlM	**There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services**

Qualitative analysis of Criterion 5
The college has an active Students' union which plays a significant role in administrative matters as the representatives are taken members of the committees involved in administrative issues. In conducting the election to choose the representatives, the institution follows the recommendations of the Lyngdoh Committee. The elected body consists of 10 members, including the President and the General Secretary.For the smooth functioning of academics and the various activities, the college union, under the supervision of a teacher-in-charge, plays a significant role and tries to connect the students with the administration while addressing their grievances. Besides, it takes responsibility for organizing various inter College competitions and co-curricular and extracurricular activities in the college. Committees representing students include- IQAC, Disciplinary Committee, Internal Complaints Committee, College Magazine Editorial Board, and Anti Ragging Committee. Besides, their representations are seen in many other activities in the college. Internal Complaint Committee: Students' representatives take part in resolving different categories of complaints. The NSS organize various programmes- patriotic song competition, road safety rally, Women's day celebration, mock drill, disaster management, *Swatch Bharat Abhiyan*, Environment Day celebration and other activities.The NCC student members too actively participate in various state, and national level camps and represent the College in Republic Day parade.Students are also active participants in the departmental forum, preparing wall magazines, representation in the magazine committee of the college, and the various socio-economic survey conducted by some departments. The students of the college are culturally vibrant and represent the college in youth festivals and other important inter-college events. The college has an Alumni Association which is yet to be registered. The association maintains its relationship with the college by helping with academic activities. The alumni are involved in the college's life by meeting its infrastructural needs, enriching its academic and co-curricular profile, interacting with the junior members and enlarging the frontiers for their multi-faceted training.

Criterion6 - Governance, Leadership and Management (Key Indicator and Qualitative Metrices(QlM) in Criterion6)	
6.1	Institutional Vision and Leadership
6.1.1 QlM	**The governance of the institution is reflective of and in tune with the vision and mission of the institution**
6.1.2 QlM	**The effective leadership is visible in various institutional practices such as decentralization and participative management**
6.2	Strategy Development and Deployment
6.2.1 QlM	**The institutional Strategic / Perspective plan is effectively deployed**
6.2.2 QlM	**The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules and procedures, etc.**
6.3	Faculty Empowerment Strategies
6.3.1 QlM	**The institution has effective welfare measures for teaching and non-teaching staff**
6.3.5 QlM	**Institutions Performance Appraisal System for teaching and non-teaching staff**
6.4	Financial Management and Resource Mobilization
6.4.1 QlM	**Institution conducts internal and external financial audits regularly**
6.4.3 QlM	**Institutional strategies for mobilisation of funds and the optimal utilisation of resources**
6.5	Internal Quality Assurance System
6.5.1 QlM	**Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes**
6.5.2 QlM	**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** **(For first cycle - Incremental improvements made for the preceding five years with regard to quality** **For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)**

Qualitative analysis of Criterion 6
The colleges of Assam had been under the government deficit grant-in-aid system. The college is provincialized under government ordinance vide "Provincialized Act 2005", Govt. of Assam. However, Governing Body (GB) is the supreme authority of the college for internal management and decision-making. The Principal is the Secretary of the College under GB and convenes, whenever necessary, GB meetings to get things approved. The Governing Body (GB) plays a pivotal role in infrastructural development and maintenance of quality education.The GB has the vision of providing students with support and accessories. Under the Principal's leadership and with the GB's advice, all the college activities are going smoothly. As far as the administrative system is concerned, the college runs under the head of the institution, the Principal, the Vice-Principal, Heads of the Departments and Heads of the various cells and committees. Besides, the IQAC, teachers' unit, non-teaching staff, and students' union all work together for the institution's growth. All the essential activities of the institution get shaped after discussion in the Governing Body that guides the

implementation of various policies of the Higher education department of the Government of Assam.

The Governing Body, formed with a representative from various sections as per the guidelines of the Directorate of Higher Education, Assam, comprises university nominees, guardian members, teacher's representatives, and educationists from other institutions in a conducive environment. The Principal of the College acts as the Secretary and is responsible for implementing policies related to the college administration. IQAC plays the most pivotal role under a competent IQAC team that works on designing and implementing its quality policy and plans. Various committees such as the Construction and building committee and purchase committee are basic units that cooperate in implementing the procedures.The Teachers' and Students' union functions in a democratic manner, and any issues concerning teachers, students and administration are resolved amicably.Academics matters are resolved by the IQAC in consolation with the colleagues of different departments and heads of the committees/cells and finally approved by the Principal. The overall process is an indicator of decentralization in administration and is an example of participative management.

In consultation with the stakeholders, the Governing Body of the College formulates strategic plans and executes them through the Principal, who acts as the Secretary. Following the decentralization process in implementation, a spacious canteen was constructed out of the grant-in-aid received in 2016-17. The construction work was completed under the supervision of the PWD under the Government of Assam.The college has followed the following strategies:

1. IQAC of the College has been working since 2004 with the Principal as its chairman. It works for the optimization of modern methods of teaching. Students are provided with the necessary information for higher education. The cell also works for the preparation of the Annual Quality Assurance Report as per the guidelines of NAAC to be submitted to NAAC.
2. Academic Planning and Semester Monitoring Committee has been working since the day of its inception in planning the academic calendar of the college and the implementation of programmes based on the Academic calendar prepared by the affiliated university. It also monitors the semester-related tasks.
3. The Research Committee serves the purpose of promoting research among the faculties and student community. The committee looks after the publications of the college.
4. The disciplinary Action Committee maintains discipline within the campus through strict rules and regulations. That is to create a safe environment for the students and impart the qualities of a good citizen so that they are aware of healthy social practices and professionalism. This also helps in creating an atmosphere suitable for good academic activities.

Governing body, as the apex unit of the administrative and management system, formed constituted as per the government's guidelines of Assam. With the Vice-Principal's help, the Principal looks after the institution's overall functioning. Being a statutory body, the Governing Body ensures the smooth functioning of the academic and administrative processes related to institutional growth and management.There are various bodies and committees entrusted with specific responsibilities. The student's union of the college also help in the implementation of strategic and perspective plans. The Students Union provides the proper forum to put forward student-related matters to the authority, addressed in a time-bound manner. Besides, the student union conducts various activities and programmes inside and outside the campus. I

Service rules of the institution for teaching and non-teaching staff are fixed by the Assam college province Act 2005.; hence the college administration adheres to it.Issues of Grievances and complaints are addressed by the existing mechanism comprising Internal Complaint Committee and Grievance Redressal cell. Examination-related grievances are forwarded to the affiliating university for redressal. Similarly, service-related matters

are referred to the Department of Higher Education, Assam, for redressal.Promotion of the faculty is strictly based on the Performance Based Appraisal System adopted by the Government of Assam in Higher Education. IQAC is involved in scrutinizing the applications and all relevant documents.

Different welfare measures for the teaching and non-teaching staff followed by the institution are- Group Insurance, General Provident Fund, Pension, Gratuity, Medical allowance etc. are facilitated to the teachers as per the Government of Assam rules.The college has created a Teachers' welfare fund to provide financial help to the teachers. The fund is managed by a committee of teachers nominated by the teacher's unit, and teachers are provided emergency financial assistance in the hours of extreme need like a health emergency, children's higher education, and acute economic problems of the teachers.The teaching and non-teaching staff members are allowed to avail leave to attend capacity-building programmes such as FDP, OP, RC, STC, etc. Required leave and minimum financial support are provided to the teachers for their academic growth.

The institution follows the mechanism of appraisal for teaching and non-teaching staff as per the guidelines of the, affiliating university, Government of Assam and the UGC.An annual confidential report of all the employees given by the head of the institution as an essential part of the appraisal system. While preparing the ACR of faculty members principal keeps all the required information.Students' feedback is taken on various parameters such as completion of syllabus within the time frame, the effectiveness of teaching in terms of technical content, teacher communication skill, and teachers' availability beyond regular class hours to help students.Moreover, complaints against teaching and non-teaching staff are seriously considered in the overall assessment of how their achievements are given due weightage in the appraisal.The institution comes under the Assam Govt. Provincialization Act 2005, hence, does not have the authority to conduct internal audits. Instead, the institute's income and expenditure are regularly audited by the Directorate of Audit (Local Fund Govt. of Assam). The Governing Body of the College observes the appropriate use of available financial resources by the Principal. The Principal also acts as the Secretary of the College and is responsible for financial management within the institute.

The institution has an effective two-tier mechanism for auditing the accounts, i.e. internal and external audits.Besides dealing with the employee's salary, budgeting etc. is done by the Accounts Branch. The financial support received from agencies like UGC, DBT & State Government are monitored and managed by the Accounts Branch.The college accounts are audited by Chartered Accountants regularly per the Government rules. The Accounting and Auditing Committee looks after the internal audit mechanism.As far as the external audit is concerned, it is carried out by the Assam State Government auditor as per their convenience. The institution's account branch handles the objections and the recommendation regarding the audit.

The college is included under sections 2(f) and 12B of the UGC Act 1956 and accordingly receives grants from the UGC Besides, the institution also gets assistance from the government of Assam. Under the free waiver scheme of the government of Assam BPL, students get free admission, and the college receives reimbursement of admission fees. And the state government funds were used for infrastructure augmentation. All grants received are utilized as per the state government and UGC rules.

Financial resources are also generated from stakeholders and spent under the planning made by the Governing Body.Funds received are appropriately utilized for infrastructure development, maintenance etc., through the construction and purchasing committee under Governing Body's supervision. The College maintains all its accounts and uses SBI, Bihupuria Branch for this purpose. Following an established accounting procedure, the accounts branch maintains records through Cash Book, Ledger Book, etc. The Governing Body approves all the expenditures.

The Internal Quality Assurance Cell was reconstituted with members as per NAAC guidelines. The IQAC has formed various bodies like the Women cell and Sexual Harassment Redressal Cell. IQAC systematically records all-important records about teachers' overall performance. IQAC also organizes workshops for quality enhancement.The IQAC collects feedback, faculty appraisal report from the faculties and inputs from the college departments to ensure quality improvement.Another significant aspect of the IQAC initiative is to institutionalize proper documentation at all administration and academies. As a result of this documentation process has become more systematic.Moreover, extension activities are carried out under the supervision of IQAC, keeping in view the institution's mission.

NAAC

Criterion7 - Institutional Values and Best Practices (Key Indicator and Qualitative Metrices(QlM) in Criterion7)	
7.1	Institutional Values and Social Responsibilities
7.1.1 QlM	**Measures initiated by the Institution for the promotion of gender equity during the last five years.**
7.1.3 QlM	**Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)** • **Solid waste management** • **Liquid waste management** • **Biomedical waste management** • **E-waste management** • **Waste recycling system** • **Hazardous chemicals and radioactive waste management**
7.1.8 QlM	**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 500 words).**
7.1.9 QlM	**Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).**
7.1.11 QlM	**Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).**
7.2	Best Practices
7.2.1 QlM	**Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.**
7.3	Institutional Distinctiveness
7.3.1 QlM	**Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words**

Qualitative analysis of Criterion 7
The college is a co-educational institution where in approximately 40 percent of the faculty members are female, and hence, they share equal responsibilities with the male teachers in the institution. Even the President of the Bihpuria College Teachers' Unit and Chairman, GB, are women. Therefore, Gender issues and gender equity have been a sensitive point of awareness for students, and it has been included in their curriculum. The college has many committees such as Women Cell, Sexual Harassment Committee, Extension Activities Monitoring Committee, Student's Feedback and Progression Committee, Grievances Redressal Committee, and Career Guidance and Counselling Cell to organize and conduct programmes on gender issues. These committees keep close eyes on gender equity and sensitivity, empowerment of women, safety and security of girl students and the women employees of the institution. The Women Cell organizes awareness programs, exclusively for women, on women and child abuse in the nearby localities as well as within the campus. Different counselling programmes have been organized for the girl students from time to time. In the Students Union Election, both boys and girls students have equal rights to file nominations for the contest in different portfolios. College has more girl cadets in NCC and NSS for both boys and girls. It is noticed that college maintains an equal preference for inclusion for both boys and girls in different festival celebration committees. Self-Défense Training Programmes have been conducted for the benefit of the students. The college has separate common rooms, and toilets for both boys and girls.

For the purpose of solid waste management, ample garbage bins are placed at various places on the campus to keep the surroundings clean. A staff of cleaners are engaged in the entire process. Members of the Student Union Body, NSS and Cadets of NCC take up cleaning drives from time to time and before some celebrations in the institution.Programmes under *Swacch Bharat* are organized regularly in the college, and all involved in these programmes participate in the garbage disposal system by depositing solid wastes in a proper manner. Polythene, plastics, etc., are never allowed to be burnt in the college in the name of garbage/waste disposal.

In the absence of a science stream, the college doesn't require much technique for liquid waste management. However, it has a proper drainage management system for the surrounding low land area. All the toilets of the college are connected to safety tanks. College closely monitors the leakage of taps and repairs or replaces them as found necessary.

The college provides an inclusive environment with tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities.The college celebrates different festivals like Saraswathi Puja, Tithi of SrimantaSankardev etc., inside the campus to promote cultural harmony among the students towards each other. Every year the college's student union observes a week-long "College Week" programme by arranging different sports and cultural competitions. A Multi-Cultural Procession, Speech Competition, Songs, and Dances represent different forms of culture from various states. Many students from different places with diverse cultural and linguistic backgrounds participate in it, and successful competitors are awarded medals, trophies, certificates, etc. Many commemorative days like International Women's Day, International Yoga Day, Bhupen Hazarika Birth and Death Anniversary, Foundation Day of College, Teachers' Day, World AIDS Day, World Environment Day, Rabha Divas etc. are celebrated in the college. The teacher’s fraternity of the college visits the adopted village 'Dangibil Christian Gaon', Model School Sankardev Adarsha Vidyapeeth High School and nearby schools to discuss different issues with the students of the schools.

The college organizes various activities on the campus to inculcate values for being responsible citizens, as reflected in the Constitution of India. Students are future builders of the nation. So, imparting the knowledge of values and responsibilities to the students for being responsible citizens is the primary duty of an institution. National Festivals like Republic Day and Independence Day are celebrated in the college with great enthusiasm.The Principal of the College hoists the National Flag in the presence of a number of students, NCC Cadets, faculty members and office staff. The NCC Cadets of the college unit offer a Guard of Honour and salute to the tricolour. Programmes of National importance like Gandhi Jayanti is celebrated to spread the Gandhian Philosophy and create a sense of unity among the students.The college organizes a number of lectures on different topics such as "Life Skills", "Natural Resource Management and Indigenous People", "Student-Teacher Relationship", "Human Rights", "The Role of NSS" etc. from time to time to inculcate values to become socially aware responsible citizens.

World Environment Day is celebrated every year by planting a sapling, and cleaning the campus, followed by awareness lectures about environmental issues delivered by renowned persons in the college regularly. Students, along with teachers and office staff, take part spontaneously. The college undertakes various activities from time to time to spread social awareness about HIV/AIDS, tree plantation and campus cleaning to inculcate Green Awareness and Cleanliness. Programmes such as "Protection of Women and Girl Child", "Road Safety", etc.College celebrates Saraswati Puja, Rabha Divas and Shilpi Divas, and birth and death anniversaries of music legend Dr Bhupen Hazarika to teach the cultural values to the young minds of the students. Students have been participating in the various cultural programmes presented by the students of different educational institutions, organized by Circle Officer, Bihpuria. A Code of Conduct Handbook for all the stakeholders is prepared and uploaded to the website. Essential guidelines for students on values and

responsibilities as disciplined students are on display in prominent places on the campus and in the prospectus.

The college organizes national and international commemorative days, events and festivals enthusiastically. In these programmes, the importance of National Unity and Integrity is sowed in the young minds of the students.Following are the events and festivals celebrated in the college during the last five years include Republic Day, Teacher's Day, Foundation Day of the College on 1st August every year, Gandhi Jaynti, International Women's Day, World Environment Day, International Yoga Day, Birth and Death anniversary renowned personalities like Dr. Bhupen Hazarika, Bishnu Rabha, and the Silpi Divas, and Sarswati Puja in the College.

The college has its own Publication Unit which publishes the books authored by the college teachers and can be considered as one of the best practices. Teachers Welfare Fund created by the teachers to support the emergency requirement of the teachers can be considered as a best practice as well which.The college is the premier institution of higher education, showing 49 years of existence in the locality, which is primarily designed to cater to the need for higher education in a vast geographic rural area and now making a significant contribution to society.

It has been enshrined in the college's vision to make higher education accessible to students from rural areas with poor economic backgrounds. The institution started its journey with a small group of students, and the number of enrolments gradually increased with time. It has created an academic environment for the students and their guardians' physical and mental development. During these years, it has grown into an institution with arts and commerce streams.Academic and other support facilities augmented over the years provided the student's opportunities to excel in sports and cultural activities.

The college was established to provide higher education to underprivileged students. The college is trying to nurture values about the emerging challenges and pressing issues. It organizes many activities on gender equality, environmental consciousness, and sustainability from time to time. It has also effectively implemented various concepts and innovative ideas with different committees' help. The discipline committee takes every care for the maintenance of strict discipline. Hence no such cases were registered because of the strict discipline and anti-ragging administration. The sexual harassment cases did not take place in college. The college security unit works carefully to maintain discipline, law and order. The college has made appropriate solid waste management and liquid waste management plan.

The institution maintains tolerance and harmony towards gender and socio-economic diversities by providing co-education and admitting students from different categories. Patience and peace towards Linguistic, cultural and regional diversities are shown by organizing various activities. Students and employees of the institution are sensitized to citizens' constitutional obligations: values, rights, duties, and responsibilities by celebrating national festivals and days.The college is situated in a semi-urban area, but the students studying here mostly come from rural areas. The institution came up with a special mission to empower rural girls with quality higher education. There was still apathy in the parents about the education of girls. The institution takes special efforts from enrolment of girl students to undergraduate classes till completion of the degree.

Classrooms in the College are well ventilated with proper sunlight to save energy. Rainwater is collected adequately through systematic slopes. Professional ethics and the Handbook of Code of Conduct are mentioned in its prospectus and website. The institution takes initiatives for a green campus. The institution has performed well in many areas distinctive to its vision, priority and thrust. One such area is women's empowerment. The college has recognized two of the best practices which closely conform to its vision,

mission and thrust area.

NAAC

Section III:OVERALL ANALYSISbased on Institutional strengths.Weaknesses,Opportunities & Challenges(**SWOC)(up to 500 words)**

Strength:

- The College is Gov't aided by properly constructed buildings and adequate space facilities.
- It emphasizes sports and culture, and the institution has sufficient resources to meet the needs of sports and cultural activities.
- The College follows Centralized Continuous Evaluation system to assess the all-around development of the students.
- Well-qualified, experienced teaching staff with research degrees.
- Active NCC and NSS wings both for boys and girls.
- Focus on the development of girl students and students from weaker sections.

Weaknesses:

- Number of drop-outs in a progression
- Pass percentage in various subjects is decreasing.
- Research activities are not adequate
- Research mobilization has not been attempted well.
- It has no linkage with any industry

Opportunities:

- The faculty members can put more effort into research through individual research projects.
- There is scope for publications on local history, culture and local issues.
- Online resources can be increased in the library system in collaboration with other institutions and affiliated universities.
- There is space for the introduction of vocational courses based on the local culture, social life, art and culture, and indigenous knowledge.
- To use the indigenous knowledge of the students as resources and application of the academic and scientific knowledge of the teachers on the local resources.

Challenges:

- To train the students in different fields of knowledge.
- To encourage students to pursue the available courses in the institution.
- To make the students articulate and join in various activities of the institution.
- Students are mostly from rural backgrounds; hence, they need to be motivated to come forward and become competitive in all spheres of life.
- To adopt the changing requirement of life and the employment scenario and their placement or going for higher education.

Section IV:Recommendations for Quality Enhancement of the Institution
(Please limit to **ten major ones** and use telegraphic language) (It is not necessary to indicate all the ten bullets)
• For promotion of sports, one faculty/ instructor of Physical Education needs to be appointed in the college. • The college should organise more programmes through its various Cells for personality development, skill building and increasing employability of the students. • The college, in collaboration with district administration needs to work on comprehensive strategy for avoiding water logging in the college compound. • Having active NCC and NSS units in the college, social connect of the college needs to be strengthened. • The college needs to organise more academic/research/sports and cultural events on regular basis. • The faculty of the college need to be trained in Digital Learning initiatives on regular basis. • In view of perceived Blended Mode of education and instructions, the college computer lab needs to be strengthened with more machines and high frequency internet connectivity. • In wake with NEP-2020, the college need to explore starting of Science stream in college. • Keeping in view the views of alumni, parents and students, the college may start PG programme specifically in Commerce stream. • The library of the college needs to be automated with more digital learning facilities and more books.

I have gone through the observations of the Peer Team as mentioned in this report

Signature of the Head of the Institution

Seal of the Institution

Sl.No	Name		Signature with date
1	DR. BIJENDER KUMAR PUNIA	Chairperson	
2	DR. PRAKASH CHANDRA PATTANAIK	Member Co-ordinator	
3	DR. ANIL KUMAR SRIVASTAVA	Member	
4	Dr. Vinita Sahu	NAAC Co - ordinator	

Place

Date

NAAC