



SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

BIHPURIA COLLEGE

BIHPURIA COLLEGE BIHPURIA DISTRICT-LAKHIMPUR

784161

www.bihpuriacollege.edu.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Bihpuria College is situated at the lower part of the Lakhimpur District of Assam and stands as a premier seat of learning. It has been imparting education exhibiting itself as a model institution in every aspect since the day of its inception on August 1, 1973. The college was brought under Deficit Grant-in-Aid system in the year 1985. Despite financial strains, natural calamities and hazards like flood, the college not only survived but also grew and achieved its distinction in terms of students' enrolment, infrastructural facilities, and academic excellence.

Catering about 1000 students each year, Bihpuria College imparts education at undergraduate level in both Arts and Commerce stream. Bihpuria College is affiliated to Dibrugarh University. This institution is a full-fledged under graduate college with a band of dedicated and proficient faculty members who devote entirely for quality education. The College has introduced a centre for Distance Education Learning under Dibrugarh University in 2012. The Study Centre for Distance Education at Bihpuria College offers admission into B.A. and B. Com. Program with a view to provide education to as many people as possible, particularly in the rural areas.

The College was included UGC 2(F) and 12(B) in the year 1990. In its first phase NAAC (National Accreditation and Assessment Council) visited the college in the year 2004 and accorded C++. Since then, the College Authority, the IQAC, and all the stakeholders viz. the Governing Body, Teaching Staff, Non-teaching Staff, Students and Guardians have adopted every possible measure and worked with renewed zeal and vigor keeping definite goal to achieve in each year.

Vision

1. To provide facilities for holistic development of the students.
2. To provide adequate facilities for the students to make them able to access higher education.
3. To work as a platform for transforming the student as human resource.

Mission

Bihpuria College sets its mission to make itself a model college in the region, and a centre of academic excellence in the field of higher education. To equip the students with the changing trends, priorities and demand of the society. To impart need based, value based quality education to materialize the concept of "Human Resources".

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Not to speak of the intellectual educationist or student's community, even a layman's realization is that electronic gadgets have brought about a revolutionary change in the traditional mode of teaching learning process. To keep the students bereft of knowhow of an application of computer is to deprive them of availing the best support and assets of learning in globalized world.

Every department of our college has computer facility connected with internet. The ratio of faculty members are almost proportionate to the total strength of students and as such holding tutorials, extra classes for slow learners besides regular classes is no longer a problem. To match this, the college authority has made a massive drive on infrastructural aspects constructing enough spacious class rooms along with digital class room which are on the verge of completion.

The college playground with its recently renovated football ground with earth filling and erecting boundary walls and the well equipped indoor stadium provide ample scope and accommodation for training, practice and actual completion of games and sports by the students and for public.

Institutional Weakness

Due to financial strain, unlimited resource much has been left to be done so far laboratories and the college library is concerned. The college plans to enlarge the reading room of the library to cater the urgent needs of the students. The library is on the process of digitalization and necessary initiatives are already on the process. Meanwhile, a Browsing center for students' learning has been installed in the library.

ICT and Digital classroom facilities are being constructed and it is completed, which have been felt well during teaching and learning

Institutional Opportunity

Bihpuria College provides ample scope and opportunities for those students belonging to economically weaker section of the society.

The College imparts undergraduate education in both Arts and Commerce streams. It is a great boon for those students aspiring for company jobs, jobs in banking sectors, insurance, taxation etc. as they can receive higher education here at minimum cost. Students intending to join the corporate world in and outside the country get requisite educational foundation.

Reports from Alumni Association clearly demonstrate that 100% graduates from certain departments have got employment elsewhere.

Compared to most of the urban colleges, Bihpuria College possesses 5.51 hectares of land. College Authority is giving serious thought as to opening Agro-based short-term courses keeping in view the demographic pattern and geo-political condition of the area.

Institutional Challenge

Most of the students of Bihpuria College are from rural areas belonging to ST/SC/OBC/MOBC/EWS community. Lack of exposure to English language- the medium of instruction, corporate and industrial life related to market economy and globalization, is a prime challenge against which the entire stake holders of the college viz. authority, teaching and non-teaching staff, students, parents/ guardians work hard to overcome.

To change the mindset of these groups of students and to make them conscious and alert to the ongoing present affairs and environment in and outside the country is a real challenge.

The area where the college stands receives maximum rainfalls in summer season and experiences devastating flood inundating the entire region. From the geographical point of view, Bihpuria is very much prone to these natural calamities. The college campus, during this period remains submerged under rain water and subsequent water logging inside the campus is a serious concern.

Surveys conducted from college end has brought to light that many of the students have to do part-time jobs in shops, farms or they run business. A sizeable section of students belonging to rural areas engaged themselves in cultivation and in harvesting crops. This kind of liabilities of those students leads to drop outs and irregularity in attendance. Deplorable economic conditions affect in the teaching-learning process is happened to be another challenge.

Medium of instruction from English language to Assamese vernaculars incurs a big hurdle upon the students as majority of the students from Assamese medium find it hard to follow English as medium of instruction especially in Major courses.

Most of the students who had received instructions in Assamese language in High School stage, they are quite

young so far English language is concerned. Unfortunately, there is dearth of Text-books and reference books written in our Mother-Tongue. This presses heavily on the learner. This is another major challenge.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Dibrugarh University designs and develops curriculum to all its affiliated colleges. Being affiliated to Dibrugarh University, Bihpuria College has adopted the curriculum along with the own editions. As a matter of fact, faculty members are yet to be invited for design and development of university curriculum, but some of our faculty members including the principal are the members of different committees of University like Board of Studies, Academic Council etc. The Principal has been honorable Court Member and Executive member of All Assam Principal Council and he has a say in the curriculum designing. By virtue of their membership, they contribute to a good deal in the design and development of curriculum. Moreover, several departments of this college design their own short term courses like Spoken English, Basics of Computer, Insurance, Taxation and E-Commerce. These courses sponsored by UGC under COP. However, a good deal has to be done to the design and development of curriculum.

College Academic Council prepares Prospectus, College Academic Calendar, and general class routine. The prospectus contains college Mission, vision, students charter, courses offered, fee structure, rules and regulations, infrastructural facilities, students support and holiday list.

Distance Education: “Bihpuria College Distance Education Study Centre”- a self-financing centre was started from the academic session 2012-13 under Directorate of Distance Education, Dibrugarh University with the objective to ensure opportunity for quality Higher Education to a large number of students who cannot pursue Higher Education through the conventional mode of learning. The study centre was begun with 13 students and 03 programs in the year 2012. Now, it witnesses a growth in all capacities with an enrollment of 27 students. Regular counseling classes are conducted by the faculty members and very often special lecture are arranged to facilitate learning opportunities. The main vision of the study centre is –

1. To provide equality of opportunity.
2. To expand geographical access to education.
3. To impart education at a lower cost.
4. To provide flexibility to education system.
5. Provide high potentiality for in-service people.

Teaching-learning and Evaluation

The admission committee of the college looks after the admission procedures. Applications for admission are invited by advertising in local and regional news papers, declaring the date of issue of admission form, last date of submission and date of admission. Admission forms are issued along with prospectus and academic calendar. In the admission process, merit and reservation as per rule are maintained strictly. Cut off marks for general courses and major courses are fixed separately. At the time of interview the admission committee members carefully checks the original testimonials for authenticity. Students opting for major courses have to appear in a

written test conducted to judge their level of intelligence. The Internal Semester Monitoring Committee (ISMC) organizes a meeting preferably in the first week of the session to appraise the new comers all about the semester system---duration, unit test, sessional exam, seminar, group discussion, attendance and about internal marks. Afterwards, fresh-man social is celebrated as per university academic calendar.

Every department covers-up their own courses within stipulated period and unit test is conducted just at the end of each unit. Departments organize seminar and group discussion at their convenient time without hampering the holding of other regular classes. Revision classes are held after the end of the course which acts almost like tutorials. Students are constantly reminded about the regularity of attendance to avoid possible subsequent difficulty like securing internal assessment and from being non- collegiate.

Special provisions and allowances are made for disable students.

As a matter of fact, conventional teaching method is applied in teaching learning method. However, many departments effectively used electronic gazette. Apart from using teaching learning tolls like –blackboard, chalk, maps, charts, pictures etc. departments having practical uses updated laboratory material. But, it is also true that we are much concerned and aware of the application of remote sensing techniques. It is expected to start from the next semester when the digitalized class has been completed. Wherever required the departments arrange field study and engage pupils in project works.

Research, Innovations and Extension

Always striving for excellence and quality education, Bihpuria College lays emphasis on this particular aspect. Present scenario in the area of Research and Consultancy is quite encouraging. The college has constituted a “Research Committee” which conducts all the affairs related to research and consultancy. At present, we have ten PhD holders, fifteen M.Phil holders three others are on the way of completion of PhD. Apart from this among them four are University recognized Research consultants.

A paradigm shift has been registered among planners, educationists, academicians, and intellectuals regarding functions and objectives of higher education. Not only the technical institutes which impart job oriented courses, colleges imparting general education also lean heavily on preparing student community for their future career. Necessary drive, incentives, consultancy and guidance are provided to our students. Bihpuria College always strives to bridge the gap between general education and employment opportunities. It has Guidance and Career Counseling Centre and a separate committee with the same title for that purpose.

The college has a tradition of providing guidance and counseling not only as a whole but also individually. Counseling is given how to develop professionalism, smart personalities, good health and communicative skills. Eminent personalities are invited for interaction with the students and necessary guidance. Students are constantly made aware of employment opportunities in diverse areas and they are encouraged for self employment and entrepreneurship. In this regard, it is relevant here to state that the college has a mission to introduce and implement agro-based short term courses in future for two reasons:

- 1. Ours is a semi-urban college**
- 2. Since independence, the district has been industrially poor.**

Under the banner of Extension Activities and Community service, the college has been rendering extension work and community service in surrounding rural areas. Model village and model school are some of the innovative projects of the college being under taken from 2015 under this committee. The committee selected Dongibil Christian Village as “Model Village” and ‘SankardevAdarshaVidyapith High School’ Kholaguri as model school. The committee is currently working for its all round socio-cultural and economic growth and development.

Infrastructure and Learning Resources

The institution encourages its students for curricular and extra-curricular activities. The college possesses 40 bighas (5.54 Hector) of land where tremendous potentialities are awaited to be tapped. The college is well-equipped with Auditorium for organizing seminars, workshops, different cultural activities and functions. It has one playground for sports activities, one indoor stadium, named as ‘RONGMAHAL’ and one pond for fishery management. Again, one generator set is in operational to supply electricity whenever necessary. Along with that the college has a Transformer of 63KVA of its own to have good electricity supply. Pure drinking water through a central water filter is available. Further, electronic water filter has also been installed in some departments. The college has a canteen where students and faculty members can have refreshments. Cycle shed is available. Under learning resources, the college has one central library. The college has 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. The college possesses one Women’s Hostel and one Boys’ Hostel. Furthermore, the newly built two stored administrative block serves the purpose of Principal and Administrative Office. Commerce stream possesses separate buildings for faculty members, Class Rooms, and toilets. With the financial assistance from Assam Government, another Block consisting general, Digital & Virtual Class Rooms has been constructed to accommodate thousands of students this year, and ICT.

The college provides separate Boys’ and Girls’ Common Rooms and several other toilets for students.

As part of students’ support, four separate spacious rooms are used for Grievance and Career Counseling, IQAC, NSS and Students’ Union Office.

Student Support and Progression

The college provides all possible help for students support and progression. The college has WARD system, where each teacher takes the responsibility of students. Students can take close participation in interactions with the teachers, where problems of the students are diagnosed and solved by the teachers. In addition to that, the college has welfare schemes to provide financial support to the poor but meritorious students. The committee identifies them and allocates certain amount to continue their studies. Apart from that the teaching staff has also arranged a fund for students support by way of contributing monthly. Each year the college renders financial support to students.

Every care is taken to sustain a conducive ambience wherein students can engage themselves for their holistic development. Publishing departmental and wall-magazines, along with college-magazine have been traditional support to argument their creative talents. For the last 3 years, College Newsletters and Prospectus have been published without any break. Prospectus provides information about course curriculum, holidays, fee-structure, college mission, vision, academic calendar and about sessional exams and internal assessments.

They are encouraged for intellectual exercise in creative writings, participation in music, debate and cultural events.

It is a matter of pride that some of our faculty members offer scholarship to the meritorious students. Apart from government's scholarship for students belonging to SC/ST, OBC/MOBC and sometimes for General classes, the college runs Students Welfare fund.

The College also has a provision for offering financial assistance to students who participate in National-level various competitions.

Bihpuria College stands at the heart of the town and the government hospital is in a very short distance. As has been shown in proper chapters, the college keeps very good relation with the government doctors who participate in Health Awareness programs conducted at the college under Red Ribbon Club.

Governance, Leadership and Management

The colleges of Assam had been under government deficit grant-in-aid system up to 2005 A.D. Afterwards, all the colleges are 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 being the Secretary of the college under GB convene whenever necessary, GB meetings to get things approved. The Governing Body is doing its best for the all round development of the college. It plays a pivotal role so far infrastructural development and maintenance of quality education is concerned. The GB is very much concerned about providing students support and accessories. The Principal displays and exhibits dynamic leadership in management in both academic and administrative leadership. With his unabated sense of co-operation and farsightedness, he maintains a very cordial relationship with teaching, non-teaching staff as well as students and public.

To check and balance authoritativeness in democratic set up like a Higher Institution of Learning, the college has 19 separate committees to look after various affairs of the college. It is pertinent here to mention a unique situation so far the administration is concerned. On one hand, he is a member of college family, but simultaneously, the Principal is a government A grade employee and disbursing authority of the college. He maintains a balanced relation between the two aspects.

The college has set up certain goals, missions and visions and every possible measure is taken to materialize them.

Institutional Values and Best Practices

The college constantly endeavors to generate and implement 'Best Practices' to strengthen and augment the institutional quality. Now-a-days, the epithet best practices has come to refer to the most preferred way of performing a certain task or tackling a particular challenge, as opposed to any other way. They are very much essential for the all round development of the institution.

The college pays primary importance in generating students' interest in learning and in achieving excellence in teaching learning process. The Internal Semester Monitoring Committee sees to it that classes are held regularly and examinations are conducted in time. To provide incentives to talented but economically weak students,

there is provision for financial help from Student's Welfare Fund. Apart from this award in cash in the form of scholarship by several college teachers. In a nut shell, the best practices being adopted in our college are listed below:

- Preparation of departmental course plan
- Feedback on students and teachers
- Incentives and financial assistance to students
- Grievance Redressal Cell
- Celebration of important Days
- Holding of cultural functions to encourage local culture and social interaction with public
- The college publication
- Students charter
- Ward and monitoring student
- Organize department seminar and group discussion
- Alumni meet
- Field study.

So far research, consultancy and extension activity are concerned, separate committees are formed. Apart from regular exercises on research consultancy and extension activities, luminary personalities, excelling proficiency in different field are invited to our college quite often to have discussion and Talks with our students.

The college is keen to keep the campus clean and green and to look after that part; an Environment/Campus Development Committee has been constituted. With active participation of Assam Co-operative Apex Bank Ltd., the college organized a one day workshop on Entrepreneurship, where 106 Self Help Groups participated. Furthermore, Political Science Department organized seminars on 'Indigenous people and human Rights in Assam' and Education department has organized a national seminar on 'Teaching, learning and Innovations in Education'.

2. PROFILE

2.1 BASIC INFORMATION

| Name and Address of the College | |
|---------------------------------|--|
| Name | BIHPURIA COLLEGE |
| Address | Bihpuria College Bihpuria District-Lakhimpur |
| City | Lakhimpur |
| State | Assam |
| Pin | 784161 |
| Website | www.bihpuriacollege.edu.in |

| Contacts for Communication | | | | | |
|----------------------------|-----------------------|-------------------------|------------|-----|-------------------------------|
| Designation | Name | Telephone with STD Code | Mobile | Fax | Email |
| Principal | Amulya Kumar Hazarika | 03752-295106 | 9854016603 | - | bihpuriacollege@yahoo.in |
| IQAC / CIQA coordinator | Jonison Daulagajau | - | 8822477543 | - | bihpuriacollegeiqac@gmail.com |

| Status of the Institution | |
|---------------------------|------------|
| Institution Status | Government |

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

| Recognized Minority institution | |
|--|----|
| If it is a recognized minority institution | No |

| Establishment Details | |
|--------------------------------------|------------|
| Date of establishment of the college | 01-08-1973 |

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

| State | University name | Document |
|-------|----------------------|-------------------------------|
| Assam | Dibrugarh University | View Document |

Details of UGC recognition

| Under Section | Date | View Document |
|---------------|------------|-------------------------------|
| 2f of UGC | 06-11-1990 | View Document |
| 12B of UGC | 06-11-1990 | View Document |

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

| Statutory Regulatory Authority | Recognition/Approval details Institution/Department programme | Day,Month and year(dd-mm-yyyy) | Validity in months | Remarks |
|--------------------------------|---|--------------------------------|--------------------|---------|
| No contents | | | | |

Details of autonomy

| | |
|--|----|
| Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges? | No |
|--|----|

Recognitions

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

| Location and Area of Campus | | | | |
|------------------------------------|--|------------------|-----------------------------|---------------------------------|
| Campus Type | Address | Location* | Campus Area in Acres | Built up Area in sq.mts. |
| Main campus area | Bihpuria College Bihpuria District-Lakhimpur | Semi-urban | 13.224 | 24069 |

2.2 ACADEMIC INFORMATION

NAAC

| Details of Programmes Offered by the College (Give Data for Current Academic year) | | | | | | |
|---|---------------------------------|---------------------------|----------------------------|------------------------------|----------------------------|--------------------------------|
| Programme Level | Name of Programme/Course | Duration in Months | Entry Qualification | Medium of Instruction | Sanctioned Strength | No.of Students Admitted |
| UG | BA,Assamese | 36 | HS PASSED | Assamese | 60 | 27 |
| UG | BA,Economics | 36 | HS PASSED | Assamese,English + Assamese | 30 | 10 |
| UG | BA,Education | 36 | HS PASSED | Assamese,English + Assamese | 30 | 24 |
| UG | BA,English | 36 | HS PASSED | English | 25 | 11 |
| UG | BA,Geography | 36 | HS PASSED | English + Assamese | 29 | 29 |
| UG | BA,Home Science | 36 | HS PASSED | English + Assamese | 25 | 21 |
| UG | BA,Political Science | 36 | HS PASSED | English + Assamese | 60 | 57 |
| UG | BA,Philosophy | 36 | HS PASSED | English + Assamese | 30 | 20 |
| UG | BA,History | 36 | HS PASSED | English + Assamese | 30 | 27 |
| UG | BA,Sociology | 36 | HS PASSED | English + Assamese | 50 | 44 |
| UG | BCom,Business Management | 36 | HS PASSED | English | 50 | 27 |
| UG | BCom,Accountancy | 36 | HS PASSED | English | 50 | 21 |
| UG | BA,General | 36 | HS PASSED | English + Assamese | 50 | 0 |
| UG | BCom,General | 36 | HS PASSED | English | 50 | 0 |

Position Details of Faculty & Staff in the College

| Teaching Faculty | | | | | | | | | | | | |
|---|------------------|--------|--------|-------|----------------------------|--------|--------|-------|----------------------------|--------|--------|-------|
| | Professor | | | | Associate Professor | | | | Assistant Professor | | | |
| | Male | Female | Others | Total | Male | Female | Others | Total | Male | Female | Others | Total |
| Sanctioned by the UGC /University State Government | 0 | | | | 15 | | | | 29 | | | |
| Recruited | 0 | 0 | 0 | 0 | 10 | 5 | 0 | 15 | 12 | 10 | 0 | 22 |
| Yet to Recruit | 0 | | | | 0 | | | | 7 | | | |
| Sanctioned by the Management/Society or Other Authorized Bodies | 0 | | | | 0 | | | | 0 | | | |
| Recruited | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Yet to Recruit | 0 | | | | 0 | | | | 0 | | | |

| Non-Teaching Staff | | | | |
|---|-------------|---------------|---------------|--------------|
| | Male | Female | Others | Total |
| Sanctioned by the UGC /University State Government | | | | 13 |
| Recruited | 7 | 3 | 0 | 10 |
| Yet to Recruit | | | | 3 |
| Sanctioned by the Management/Society or Other Authorized Bodies | | | | 0 |
| Recruited | 0 | 0 | 0 | 0 |
| Yet to Recruit | | | | 0 |

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

Qualification Details of the Teaching Staff

| Permanent Teachers | | | | | | | | | | |
|------------------------------|------------------|---------------|---------------|----------------------------|---------------|---------------|----------------------------|---------------|---------------|--------------|
| Highest Qualification | Professor | | | Associate Professor | | | Assistant Professor | | | Total |
| | Male | Female | Others | Male | Female | Others | Male | Female | Others | |
| D.sc/D.Litt/LLD/DM/MCH | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Ph.D. | 0 | 0 | 0 | 2 | 2 | 0 | 3 | 4 | 0 | 11 |
| M.Phil. | 0 | 0 | 0 | 1 | 1 | 0 | 7 | 7 | 0 | 16 |
| PG | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| UG | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

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

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

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

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

| Programme | | From the State Where College is Located | From Other States of India | NRI Students | Foreign Students | Total |
|-----------|--------|---|----------------------------|--------------|------------------|-------|
| UG | Male | 328 | 0 | 0 | 0 | 328 |
| | Female | 391 | 0 | 0 | 0 | 391 |
| | Others | 0 | 0 | 0 | 0 | 0 |

Provide the Following Details of Students admitted to the College During the last four Academic Years

| Programme | | Year 1 | Year 2 | Year 3 | Year 4 |
|-----------|--------|--------|--------|--------|--------|
| SC | Male | 21 | 10 | 18 | 21 |
| | Female | 22 | 15 | 18 | 17 |
| | Others | 0 | 0 | 0 | 0 |
| ST | Male | 30 | 36 | 32 | 21 |
| | Female | 30 | 33 | 31 | 42 |
| | Others | 0 | 0 | 0 | 0 |
| OBC | Male | 44 | 48 | 54 | 41 |
| | Female | 37 | 66 | 50 | 54 |
| | Others | 0 | 0 | 0 | 0 |
| General | Male | 73 | 73 | 71 | 49 |
| | Female | 76 | 92 | 82 | 82 |
| | Others | 0 | 0 | 0 | 0 |
| Others | Male | 0 | 0 | 0 | 0 |
| | Female | 0 | 0 | 0 | 0 |
| | Others | 0 | 0 | 0 | 0 |
| Total | | 333 | 373 | 356 | 327 |

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---|---------|-------------------------------|---------|---------|
| 350 | 350 | 350 | 350 | 350 |
| File Description | | Document | | |
| Institutional data in prescribed format | | View Document | | |

1.2

Number of programs offered year-wise for last five years

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 14 | 14 | 14 | 14 | 14 |

2 Students

2.1

Number of students year-wise during last five years

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---|---------|-------------------------------|---------|---------|
| 803 | 880 | 794 | 695 | 561 |
| File Description | | Document | | |
| Institutional data in prescribed format | | View Document | | |

2.2

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

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 188 | 188 | 188 | 188 | 188 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |

2.3

Number of outgoing / final year students year-wise during last five years

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 214 | 236 | 191 | 183 | 148 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 40 | 32 | 40 | 42 | 42 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |

3.2

Number of sanctioned posts year-wise during last five years

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 44 | 44 | 44 | 44 | 44 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 28

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 15.91 | 24.07 | 62.38 | 42.41 | 27.05 |

4.3

Number of Computers

Response: 40

4.4

Total number of computers in the campus for academic purpose

Response: 10

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

For the effective implementation of the semester system in B.A. and B.Com Courses of Bihpuria College as advised by 'Guidelines of the semester monitoring committee of Dibrugarh University: (Reference/DR-A/6-1/11/12/5236 dated 06.09.2011): a committee comprising of three officials – The Principal and the Vice-Principal of the college and the IQAC Coordinator as Chairman , Vice-Chairman and coordinator respectively along with all the HOD s as the members has been constituted in the year 2012. The Internal Semester Monitoring Committee (ISMC) is responsible for the whole functioning of the semester system in the college in the Even and Odd Semesters as well. Following the guidelines of DU, the committee arranges one general meeting before commencement of each semester, primarily to monitor and implement the plans and programmes of the semester framed by the university.

ISMC ensures that the college gives admission to the students as per the intact capacity approve by the university and within the scheduled period mentioned in the academic calendar. The committee initiate s that distributions and preparation of the college Academic Calendar , class routine, course plan by the teachers, delivery mechanism, curriculum transaction and conduct of internal assessment in the college. The college / Department prepares the college academic calendar/ departmental academic calendar and college class routine / departmental class routine before commencement of the classes and properly notified on time in the notice board. The department of the college conduct the internal assessment, evaluate the answer script, notifies the marks in the departmental notice board. Though the concerned body or the department is responsible for the implementation of all yet ISMC is solely responsible for the proper execution of the same in due course of time. The committee collects periodical reports from each department regarding the activity and performance of the departments within fifteen days from each sessional examination. As a part of the action plan, for ISMC, the committee submits a comprehensive report in confidential regarding implementation of the semester system in the college to the zonal semester monitoring committee, within May and November of each academic year. The Semester Monitoring Committee is an integral part of the semester system of the college. It helps to accomplish the plans and programmes of the system for holistic development of the college.

| File Description | Document |
|---------------------------------|-------------------------------|
| Upload Additional information | View Document |
| Link for Additional information | View Document |

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

Academic calendar as notified by the Dibrugarh University is followed strictly. Teaching plan is made such that each unit of the given course is completed successfully in the allocated time, taking semester break and other holidays into account.

Question papers of previous years are discussed and are given as part of assignments and tests for practice. The Moderation Committee compiles, rectifies and verifies the internal assessment marks of students of all the programmes. It is then uploaded on the portal assigned by the Dibrugarh University towards the end of each semester within the given time frame. Centralized Continuous Internal Evaluation System: Continuous Internal Evaluation is a part of teaching-learning process. As a part of sound educational strategy, Bihpuria College adopts Centralized Continuous Internal Evaluation (CIE) system to assess all aspects of student's 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 – a) The orientation programs at the beginning of each semester. b) Teaching plan containing evaluation procedures. c) Academic calendar with examination dates. d) Orientation on changes and amendments in

the evaluation process through tutorial meetings. e) Display in the college and department notice board. • Result analysis and review meetings: Result analysis is done by the class teachers after each sessional test. Pass percentage of each course is calculated by dividing the total number of students appeared and passed in each course. The performance of the students is monitored by the Principal and the necessary feedback is given to the concerned faculty members. The Principal conducts review meetings in department wise to give necessary feedback for the improvement of student's performance. • Progress reports and parents meetings: Bihpuria College is very much keen on monitoring the performance of the students and reports to the Parents. 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

The entire process of examination and evaluation is guided by the affiliating university. The college conducts the end-semester examinations according to the schedule of the affiliating university. For continuous evaluation of the students, the college conducts two sessional examinations per semester.

| File Description | Document |
|---------------------------------|-------------------------------|
| Upload Additional information | View Document |
| Link for Additional information | View Document |

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 last five years

- 1. Academic council/BoS of Affiliating university**
- 2. Setting of question papers for UG/PG programs**
- 3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**

4. Assessment /evaluation process of the affiliating University**Response:** B. Any 3 of the above

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |

1.2 Academic Flexibility**1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented****Response:** 100**1.2.1.1 Number of Programmes in which CBCS/ Elective course system implemented.**

Response: 14

| File Description | Document |
|--|-------------------------------|
| Minutes of relevant Academic Council/ BOS meetings | View Document |
| Institutional data in prescribed format | View Document |

1.2.2 Number of Add on /Certificate programs offered during the last five years**Response:** 0**1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.**

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 0 | 0 | 0 | 0 | 0 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years**Response:** 0**1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

| | | | | |
|---------|---------|---------|---------|---------|
| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
| 0 | 0 | 0 | 0 | 0 |

| File Description | Document |
|---|-------------------------------|
| Details of the students enrolled in Subjects related to certificate/Add-on programs | View Document |

1.3 Curriculum Enrichment

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

Response:

The College has a Women Cell to bring about awareness on Gender issues. The Campus Development Committee and NSS unit along with Students union look after Environmental conservation in the campus. Any Gender related issues are taken care of by the Women Cell. From time to time, resource persons are invited to give lectures on environmental and biodiversity related issues that are faced or being faced at the Local and National levels.

Environment and sustainability related courses are integrated in B.A 3rd semester in Geography, third semester in Economics. Environmental Science is taught in all programmes as a compulsory subject in fourth semester. Moreover ,'Environment Day' is observed , 'tree plantation' and 'Clean India- Swachh Bharat Campaign' are the popular drives which also provides a chance to the students to interact with the local people, to understand the local structure and environment . It also creates awareness among the students, common people to protect environment and ecological balance.

The department of political science offers courses on Human rights in sixth semester and has organized street plays on Voters Day. Department of education offers courses on education technology in sixth semester and Mental Health in third semester. The institute believes in creating a space where each individual is treated equally and with respect. The institute holds seminars on gender issues which not only makes the students aware of the atrocities against women in the society but also helps them understand gender issues in the light of gender spectrum. Institute has about 54% of girl students in overall student population. Faculty/Staff population is also well balanced with both genders. The college provides a gender friendly environment. Girls NCC is also introduced in the college .

Environmental study is a field of study that crosses the boundaries of traditional disciplines. It is a multi-disciplinary academic field which systematically studies human interaction with the environment in the interest of solving complex problem. Its main objectives are to improve awareness, to help social groups and individuals, acquire awareness and sensitivity towards the environment. As a whole, and issues-questions and problems related to environmental development.

| File Description | Document |
|---|-------------------------------|
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. | View Document |

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 20.57

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 84 | 64 | 78 | 80 | 54 |

| File Description | Document |
|--|-------------------------------|
| Programme / Curriculum/ Syllabus of the courses | View Document |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | View Document |
| Institutional data in prescribed format | View Document |

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

Response: 9.96

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

Response: 80

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |

1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2) Teachers 3) Employers 4) Alumni

Response: C. Any 2 of the above

| File Description | Document |
|-------------------------------------|-------------------------------|
| Any additional information (Upload) | View Document |
| URL for stakeholder feedback report | View Document |

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. Feedback collected, analysed and action taken and feedback available on website
2. Feedback collected, analysed and action has been taken
3. Feedback collected and analysed
4. Feedback collected
5. Feedback not collected

Response: C. Feedback collected and analysed

| File Description | Document |
|-----------------------------------|-------------------------------|
| Upload any additional information | View Document |
| URL for feedback report | View Document |

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 81.75

2.1.1.1 Number of students admitted year-wise during last five years

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 333 | 375 | 357 | 327 | 243 |

2.1.1.2 Number of sanctioned seats year wise during last five years

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 400 | 400 | 400 | 400 | 400 |

File Description

Institutional data in prescribed format

Document

[View Document](#)

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 76.17

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 148 | 145 | 148 | 148 | 127 |

File Description

Institutional data in prescribed format

Document

[View Document](#)

2.2 Catering to Student Diversity

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

Response:

The IQAC of Bihpuria College organizes counseling program for the students at the commencement of new session every year. The courses would help students and parents to get familiarized with the institution, curricular and co-curricular activities, facilities, rules and regulations etc. Before the commencement of classes, the differential requirements of students are identified and addressed at the earliest by way of a strategic approach. Every year students are given personality enhancement programs that involves bridge programs like, communication skills, personality development, time management and motivational sessions.

Advanced learners:

- High performing students are identified on the basis of internal assessment, university examination, involvement in classroom.
- Advising to participate in group discussions, technical quizzes to develop analytical and problem-solving abilities in them and thereby, to improve their presentation skills.
- Motivating them to do micro projects to inculcate research orientation and practical awareness in the 2nd year apart from mini and major projects.
- Encouraging them with extra care to obtain University ranks.

Slow learners:

The Institute practices a robust student academic counselling process. During the time of admission Principal interacts with the guardians and the student to assess the need and aspirations. Further during the course of study, group of students are assigned to a faculty for counselling. The counsellors monitor academic performance and interact frequently to understand and assist any student with issues that affect their ability to learn or impeding their academic success. The college has a system to communicate performance and attendance of students to parents regularly. Care is taken by faculty in monitoring the performance of slow learners. Faculty members do periodic interaction with parents about the performance of slow learners. Departments conduct remedial classes; provide course notes for students who are slow learners and those students who are in the verge of dropping out due to arrear subjects. Those students are given regular class tests in order to improve their performance in the exam, Further faculty members revise the tough topics as per the students requisition and provide question bank and discuss the way of presenting the answers in the exam to score marks. Extra classes are organized to clarify doubts, re-explaining of critical topics for improving performance. Appropriate counselling with additional teaching, eventually helps to attend classes regularly. The College assesses the learning level of students after admission and accordingly organises programmes slow learners. For this the College organises the following programmes:

- Mentors are appointed to take care of special needs in learning taking into consideration a student's family background in terms of location, economic condition and stress related needs.
- Slow learners are selected and they are given remedial coaching, lessons, etc. They are given assignments for solution and involvement.

| File Description | Document |
|---------------------------------------|-------------------------------|
| Paste link for additional Information | View Document |

| 2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year) | |
|--|-------------------------------|
| Response: 20:1 | |
| File Description | Document |
| Any additional information | View Document |

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 |
|---|
| <p>Response:</p> <p>The various Student centric methods are adopted for effective Teaching- Learning process.</p> <p>The following are the Course Delivery Methods:</p> <ul style="list-style-type: none"> • Lectures • Presentations in the class • Tutorials • Experimental exercises • Written Assignments • Online resources for self-learning • Learning management system (LMS) materials • Case Studies • Webinars <p>Experimental learning is made effective in four stages by applying the mode of sensing, watching (observation), thinking and doing (practical laboratory works supporting each theoretical learning and the field study mode). Students are given assignments to develop their problem solving skills. Projects as part of the syllabus are given to students in most of the departments to develop their mental and participative skills besides preparing them for further research purposes. Excursions of students according to the requirements of the students of each department are carried out to enhance the experimental, participative</p> |

and life skills of the students, besides updating the knowledge base of the students. Group discussions among students are conducted by different department of the institution as a part of participative learning, practiced as and when found required. Participative learning, problem solving strategies and learning experiences of the students are also developed through their active participation in extra-curricular activities conducted by the college.

The college encourages teachers to use the latest pedagogical teaching technology including audio–visual teaching machines. Student learning is enhanced by adopting approaches / methods such as seminars, conferences and special lectures. The faculty members are encouraged to participate in State / National level seminars for which beneficial assistance is given by the college.

Challenging assignments and projects are given to the students to grow up their intellectual caliber, sharpen their inquisitiveness, 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 for enhancing learning experience of the students. Among them the following may be mentioned:

1. The departments organise field visits and situation based learning for the students.
2. Assignments are given to select group of students so as to enable participative learning. Group discussions are also arranged regularly for this purpose.
3. Quizzes, debates, etc are organised by departments and individual teachers in different classes which are curriculum-centric and of the nature of general knowledge.
4. Role reversal sessions are also organized.
5. Students are encouraged to ask questions to the teachers on any issue relating to curriculum and of issues of national importance.

The various departments hold seminars on a regular basis every session where resource persons of repute are invited. Students are also made to present papers related to their course, depending on the course, projects and computer applications are very much part of the curriculum.

| File Description | Document |
|---------------------------------|-------------------------------|
| Link for additional information | View Document |

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

Bihpuria College has been imparting education exhibiting itself as a model institution in every respect.

Teachers have been encouraged intensive use of Information and Communications Technology (ICT) enabled tools including online resources for effective teaching and learning process. Out of 40 teachers, around 33 teachers of the college are using ICT tools and resources available on its campus; they are using LCD Projectors, Smart classroom, virtual classroom, Google quiz and e-learning technology. There are 7 ICT enabled classroom, 3 ICT Tools and resources, 1 Smart Classroom and 4 E-resources and techniques available in the college campus. The Seminar Halls is well equipped with ICT tools. Such E-Learning centre helps the teachers in developing e-content in different subjects. Around 75% staffs are using ICT techniques in the college. Well equipped computer lab is encouraged to meet the learning demands of the students. Special lectures and technical talk are also arranged by inviting experts time to time. Library also offers computer lab for the students for e-learning. General ICT Tools are using by the faculties of the college are: Desktop and laptops, Projector, Digital cameras, Printer, Photocopier, tablets, Pen Drive, Scanners, and Microphones

| File Description | Document |
|--|-------------------------------|
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process. | View Document |

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

Response: 40:1

2.3.3.1 Number of mentors

Response: 20

| File Description | Document |
|---|-------------------------------|
| Upload year wise, number of students enrolled and full time teachers on roll. | View Document |
| Mentor/mentee ratio | View Document |

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 89.09

| File Description | Document |
|--|-------------------------------|
| List of the faculty members authenticated by the Head of HEI | View Document |
| Institutional data in prescribed format | View Document |

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)**Response:** 20.54**2.4.2.1 Number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years**

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 11 | 7 | 8 | 8 | 6 |

File Description**Document**

Institutional data in prescribed format

[View Document](#)**2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)****Response:** 14.08**2.4.3.1 Total experience of full-time teachers**

Response: 563

File Description**Document**

Institutional data in prescribed format

[View Document](#)**2.5 Evaluation Process and Reforms****2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode****Response:**

Centralized Continuous Internal Evaluation System: Continuous Internal Evaluation is a part of teaching-learning process. As a part of sound educational strategy, Bihpuria College adopts Centralized Continuous Internal Evaluation (CIE) system to assess all aspects of student's 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.

1. Display in the college and department notice board.

Result analysis and review meetings: Result analysis is done by the class teachers after each sessional test. Pass percentage of each course is calculated by dividing the total number of students appeared and passed in each course. The performance of the students is monitored by the Principal and the necessary feedback is given to the concerned faculty members. The Principal conducts review meetings in department wise to give necessary feedback for the improvement of student's performance.

Progress reports and parents meetings: Bihpuria College is very much keen on monitoring the performance of the students and reports to the Parents. Progress reports are sent by the teachers 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 to 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 University examination. The students who have '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 prescribed fee. Revaluation is permitted only for the papers written in regular semester examinations and not for 'back' examinations.

| File Description | Document |
|---------------------------------|-------------------------------|
| Link for additional information | View Document |

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

Response:

Bihpuria College has created a mechanism for redressal of student's grievances related to academic and non-academic matters; such as, assessment, victimization, attendance, charging of fees, conducting examinations, harassment by colleague students or teachers etc. The committee of 'Grievance Redressal Cell' also keeps a special eye on the grievances related to examinations. Mid examinations are conducted

according to the academic calendar provided by Dibrugarh University. Examination time table is also furnished to the students prior to the commencement of classes. Pattern of examination is given by faculty members in their respective classes. Required transparency is maintained by the departments in declaration of internal assessment marks. The special body of 'Grievance Redressal Cell' comprising the Principal as Chairman and two special members from among the senior teachers who are already member of the Cell are allotted to meet the examination related grievances and take decision on it. The mechanism involves the following:

1. There is a proper procedure for filing any grievance related to examination. The students shall approach the Cell with an application to the Chairman.
2. The Chairperson, after verifying the facts will try to redress the grievance within a reasonable time, preferably within a week of the receipt of the application. If the student is not satisfied with the verdict or solution of the special body of redressal, the same should be placed before the general body of 'Grievance Redressal Cell'.
3. The Head of the institution, that is Principal who is also the Chairman of 'Grievance Redressal Cell' shall either endorse the decision of the committee or shall pass appropriate order in the best possible manner within a reasonable time, preferably within 10 days of receipt of application.

Grievance related to university external examinations is passed to address by the chief superintendent, CDC cell, examination department of Dibrugarh University.

| File Description | Document |
|---------------------------------|-------------------------------|
| Link for additional information | View Document |

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.

Response:

Course Structure for B.A. (Honours) Program (Under CBCS):

In B.A. Program with honours, a student will have to complete 14 (fourteen) core papers in a Particular discipline, 3(three) Ability Enhancement Compulsory Courses (AECC), 2 (two) Skill Enhancement Courses (SEC) and 4(four) papers each from Discipline Specific Elective (DSE) and Generic Elective (GE) respectively. The details of courses offered are as follows-

(A) Core Courses:-

1. Assamese
2. Economics
3. Education

4. English
5. Geography
6. Home Science
7. History
8. Philosophy
9. Political Science
10. Sociology

(B) Ability Enhancement Courses (AEC)

Ability Enhancement courses shall be of two kinds:

- (i) Ability Enhancement Compulsory Course and
- (ii) Skill Enhancement Course.

(i) Ability Enhancement Compulsory Courses (AECC)

There will be three Ability Enhancement Compulsory Courses, of which two will be in 1st Semester having 50 Marks in each course and one will be in the 2nd Semester having 100 Marks.

The Ability Enhancement Courses are as follows-

- 1) AECC-1 : Communicative English (1st Sem)
- 2) AECC-2 : MIL/Alternative English (1st Sem)
- 3) AECC-3 : Environmental Science (2nd Sem)

(ii) Skill Enhancement Courses (SEC)

As per Dibrugarh University CBCS Program the students of B.A. honours shall have to study two Skill Enhancement Courses, one in each 3rd and 4th semester respectively. The students shall have the freedom to choose any two courses from the list of the departmental syllabus concerned as prescribed by the university.

(C) Elective Courses:

Elective courses are of two kinds:

- (i) Intra-departmental, i.e., Discipline Specific Elective (DSE)

(ii) Inter-departmental, i.e, Generic Elective (GE)

(i) **Discipline Specific Elective (DSE)** (Intra-departmental)

A student shall have to select two DSE courses each in 5th and 6th Semester respectively as specified by the college or department concerned, from among the courses offered by the university.

(ii) **Generic Elective (GE)** (Inter-departmental)

A student shall have to select only one GE course for 1st ,2nd ,3rd and 4th Semester respectively from the following elective courses:

1. Assamese
2. Economics
3. Education
4. English
5. Geography
6. History
7. Home Science
8. Political Science
9. Philosophy
10. Sociology

Program Outcomes-Arts Stream:

The Bachelor of Arts requires three years of full time study consisting of six semesters. The college offers 10 honours program- Assamese, Economics, Education, English, Home Science, Geography, History, Philosophy, Political Science, Sociology. The outcomes of these programs are to prepare students with sound knowledge and skills across different disciplines and socio-cultural boundaries. The program will enable students to critically analyze various information's relating to the subjects. The program will inculcate sound ethical behavior with positive learning outcome.

| File Description | Document |
|---------------------------------------|-------------------------------|
| Paste link for Additional information | View Document |

2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.**Response:**

The assessment tools and processes used for measuring the attainment of each of the Program Outcomes and Program Specific Outcomes are as mentioned below.

Method of assessment of POs/PSOs:

The program outcomes and program specific outcomes are assessed with the help of course outcomes of the relevant courses through direct and indirect methods. Direct methods are provided through direct examinations or observations of student's knowledge or skills against measurable course outcomes. The knowledge and skill described by the course outcomes are mapped to specific problems on University Examination, Internal Examination and Home assignment. Throughout the semester the faculty members record the performance of each student on each course outcome. Average attainment through direct method= University Examination (80%) + Internal assessment (20%). 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 assessment of POs/ PSOs and their frequencies.

| File Description | Document |
|---------------------------------------|-------------------------------|
| Paste link for Additional information | View Document |

2.6.3 Average pass percentage of Students during last five years

Response: 62.14

2.6.3.1 Total number of final year students who passed the university examination year-wise during the last five years

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 107 | 150 | 140 | 103 | 100 |

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

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 214 | 236 | 191 | 183 | 148 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |
| Paste link for the annual report | View Document |

2.7 Student Satisfaction Survey

| 2.7.1 Online student satisfaction survey regarding teaching learning process | |
|---|-------------------------------|
| Response: 3.64 | |
| File Description | Document |
| Upload database of all currently enrolled students (Data Template) | View Document |

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0

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

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 0 | 0 | 0 | 0 | 0 |

File Description

Institutional data in prescribed format

Document

[View Document](#)

3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

3.1.2.1 Number of departments having Research projects funded by government and non-government agencies during the last five years

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 0 | 0 | 0 | 0 | 0 |

3.1.2.2 Number of departments offering academic programmes

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 11 | 11 | 11 | 11 | 11 |

File Description

Institutional data in prescribed format

Document

[View Document](#)

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years**Response:** 7**3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 0 | 1 | 3 | 2 | 1 |

File Description**Document**

Institutional data in prescribed format

[View Document](#)**3.2 Research Publications and Awards****3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years****Response:** 0.84**3.2.1.1 Number of research papers in the Journals notified on UGC website during the last five years.**

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 6 | 5 | 2 | 5 | 15 |

File Description**Document**

Institutional data in prescribed format

[View Document](#)**3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years****Response:** 1.02**3.2.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

| | | | | |
|---------|---------|---------|---------|---------|
| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
| 6 | 7 | 6 | 7 | 14 |

| File Description | Document |
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| Institutional data in prescribed format | View Document |

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 last five years.

Response:

The college conducts different extension activities in neighborhood community as a process of sensitizing students with social issues, moral values and community service. The extension activities are as follow:

- Tree Plantation in nearby areas and neighboring school campuses.
- Visit to villages located at Assam border areas with the aim of achieving unity and integrity among the cross-cultural population.
- In accordance to the “Swachh Bharat Mission” the students are encourage to participate in campus cleaning and neighborhood clearing programmes.
- The NSS Unit of the college take initiative in helping the flood ridden area of the district. The students along with the teacher help the victims of natural calamities like storm and flood.
- 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 give training to the students for becoming responsible citizens. Besides organizing cultural exchange programme and sports mela the NCC unit also engages itself in rallies on social health and gender related issues.
- The NSS and NCC unit have also actively participated in the covid management programmes during the pandemic situation.

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 1

3.3.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 1 | 0 | 0 | 0 | 0 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 4

3.3.3.1 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 0 | 0 | 2 | 0 | 2 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

Response: 6.08

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., year-wise during last five years

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 0 | 0 | 100 | 0 | 100 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |

3.4 Collaboration

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

Response: 0

3.4.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 0 | 0 | 0 | 0 | 0 |

File Description

Document

Institutional data in prescribed format

[View Document](#)

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

Response: 0

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

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 0 | 0 | 0 | 0 | 0 |

File Description

Document

Institutional data in prescribed format(Data template)

[View Document](#)

Criterion 4 - 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.

Response:

The college is committed to provide students with specialized facilities and resources to promote a better teaching-learning environment with a focus on under-graduate level students; The college is well-equipped with Auditorium for organizing, seminars, workshops. Again, one generator set is in operational to supply electricity. Along with that the college has a Transformer of 63KVA of its own to have good electricity supply. Pure drinking water through a central water filter is available. Further, electronic water filter has also been installed in some departments. The college has a canteen where students and faculty members can have refreshments. Cycle shed is available. Under learning resources, the college has one central library. The college has 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 common room for faculty members Class Rooms and toilets. With the financial assistance from Assam Government, another Block consisting general, Digital & Virtual Class Rooms has been constructed. As a part of students support, four separate spacious rooms are use for Grievance and Career Counseling, IQAC, NSS and Students' Union Office. the college offers traditional learning environment combined with practical experiences such as field study, career counseling and volunteer opportunities (NSS), equipped with 28 numbers of class rooms. 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 for curricular and extra-curricular activities. . It has one playground for sports activities, one indoor stadium, named as 'RONGMAHAL' different cultural activities and functions

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

Response:

The institution encourages its students for curricular and extra-curricular activities. It has got a large outdoor playground which is well equipped for conducting all outdoor events. One indoor stadium named as 'RONGMAHAL' is fully equipped to conduct all types of indoor events for all types of indoor related games. College has adequate size of auditorium for the events of different cultural activities and functions. A mini-gym is attached to the indoor stadium to facilitate the students. A full-fledged multi-purpose gymnasium is in the process of completion.

| Name | Year of establishment | Area | User |
|----------------|-----------------------|------|------|
| Indoor Stadium | 2011-12 | | 60% |

| | | |
|-------------------|--------------------|-----|
| Outdoor Stadium | 2015 | 70% |
| Mini Gym | 2014 | 30% |
| Multi-Purpose Gym | Under construction | |

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 21.43

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 6

| File Description | Document |
|--|-------------------------------|
| Institutional data in prescribed format(Data template) | View Document |
| Paste link for additional information | View Document |

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 35.74

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 1.12 | 6.29 | 33.44 | 27.64 | 7.23 |

| File Description | Document |
|--|-------------------------------|
| Institutional data in prescribed format(Data template) | View Document |

4.2 Library as a Learning Resource

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

Response:

We have "SOUL" as part of ISLM (**I**ntegrated **L**ibrary **M**anagment **S**ystem) that is partially automated at the library of the college. The version of the software is 2.0 and it was automated in 2017 for the benefit of the students of the institution.

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: C. Any 2 of the above

| File Description | Document |
|--|-------------------------------|
| Institutional data in prescribed format(Data template) | View Document |

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 0.98

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

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 0.56 | 0.79 | 2.52 | 0.31 | 0.74 |

| File Description | Document |
|--|-------------------------------|
| Institutional data in prescribed format(Data template) | View Document |

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

Response: 0.59

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

Response: 5

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The institution has a computer lab 35 computers. In addition, there are four computers for administrative works including admission, scholarship, salary, perks, etc. along with 01 computer in each of the department for departmental works. Most of the computers are equipped with Intel dual core processor with OS Windows 7 and Windows 10. Computers of the computer lab, and those which are used for administrative purposes, are connected with BSNL Boradband internet access where the LAN is connected with 100 mbps bandwidth. From the year 2019, the college campus is facilitated with BSNL internet WIFI having capacity of 50 mbps. The college has subscription to institutional digital repository N-LIST e-resource programme, which is maintained by INFLIBNET. The library software is updated to SOUL 2.0.

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

Response: 80:1

4.3.3 Bandwidth of internet connection in the Institution

Response: A. 250 MBPS

4.4 Maintenance of Campus Infrastructure

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

Response: 3.54

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

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 1.04 | 0.76 | 2.66 | 0.94 | 0.41 |

File Description

Institutional data in prescribed format(Data template)

Document

[View Document](#)

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.

Response:

The College prepares plans for the maintenance and utilization of physical, academic and support facilities of the college in consultation with different executive committees. The Principal discusses with the Governing Body, Construction Committee and Purchase Committee for planning of infrastructural and Academic growth and development to keep pace with the necessary infrastructure for growing number of students. The library has an Advisory Committee, which mainly looks after the execution of administration. It scrutinizes the purchase of books. The library has a record register book, where the students can lodge their aspiration, grievance and any other suggestion there for evaluation in the future course of action. Soul 2.0 has been installed in the central library for smooth functioning. It has sufficient space for reading by the students and has separate reading room for teachers. Further, 11 nos of computers are connected with internet facility and Air-conditioners, which can be used by the students and teachers. Maintenance of computer hardware, software and network infrastructure is handled by the expert technicians of the field. The institution takes initiatives to train the faculties to cope up with the use of ICT in the class room. Besides smart class room and virtual class room, the college has LCD projector and other technology based equipments to be used inside the class room for imparting teaching and learning. Among other facilities available in the campus, mention may be made of the Power Generator of 15KVA, 20.5bhp at a safe place to have the continuous power supply. Pure and safe drinking water is made available to all the students and faculties with a central manual water filter and a couple of electronic water purifier.

| File Description | Document |
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| Paste link for additional information | View Document |

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 9.02

5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 95 | 11 | 29 | 0 | 159 |

| File Description | Document |
|--|-------------------------------|
| upload self attested letter with the list of students sanctioned scholarship | View Document |
| Institutional data in prescribed format | View Document |

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0.18

5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 2 | 2 | 1 | 1 | 1 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

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

Response: D. 1 of the above

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |
| Institutional data in prescribed format | View Document |
| Link to Institutional website | View Document |

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 26.36

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

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 119 | 216 | 162 | 197 | 245 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

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

Response: C. 2 of the above

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 5.36**5.2.1.1 Number of outgoing students placed year - wise during the last five years.**

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 2 | 8 | 11 | 12 | 15 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |

5.2.2 Average percentage of students progressing to higher education during the last five years**Response: 15.89****5.2.2.1 Number of outgoing student progressing to higher education.**

Response: 34

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**Response: 20****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) year wise during last five years**

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 6 | 0 | 0 | 0 | 0 |

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 6 | 0 | 0 | 0 | 0 |

| File Description | Document |
|---|-------------------------------|
| Upload supporting data for the same | View Document |
| Institutional data in prescribed format | View Document |

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 20

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) year-wise during the last five years.

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 0 | 3 | 4 | 8 | 5 |

| File Description | Document |
|--|-------------------------------|
| Institutional data in prescribed format | View Document |
| e-copies of award letters and certificates | View Document |

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)

Response:

The College ensures adequate representation & active engagement of its students' in various administrative, co-curricular and extracurricular activities. Some of the Administrative Cells/Units having students' representation are as follows.

- All the Students actively participate in the student union election that is conducted each year. From various department there are candidate in different portfolio of student's Union and they are elected directly by the students on the basis of voting. The student 's Union plays a vital role in the administrative and academic exercises.
- As member of IQAC, the General Secretary of the Students' Union Body plays an important role in taking quality enhancement initiatives for the College.

- As a member of Anti-ragging Committee, there representatives of the Students' Union Body contribute significantly in maintaining a ragging free campus in the College.
- In the Grievance Redressal Cell students' representatives place grievances on behalf of the students & try to resolve them in consultation with the College authority.
- In the administrative section they actively participate in the college magazine (Bihpuria Mahavidyalaya Alusoni) publication process and work.
- The students also organize college week, freshman social and farewell and other activities. In the academic section they involve in organizing programmes like debating, cultural literary competition, quiz and other activities. They also represent the college in youth festival and other important events.
- Internal Complaint Committee: Students' representative take part in resolving different categories of complaints
- Few numbers of active students also participate in the NSS unit of the college. The NSS organize various programmes- patriotic song competition, road safety rally, Women's day celebration, mock drill, disaster management, Swachh Bharat Abhiyan, Environment Day celebration and other activities
- The NCC student members too actively participates in various state, national level camps and represent the college in Republic Day parade.
- Students are also active participants in the departmental forum, preparing wall magazine, department magazine editing and in various socio-economic survey conducted by the concerned department.

They also represent the college in youth festival and other important inter-college events

| File Description | Document |
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5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 4

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

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 0 | 3 | 4 | 8 | 5 |

| File Description | Document |
|---|-------------------------------|
| Upload any additional information | View Document |
| Institutional data in prescribed format | View Document |

5.4 Alumni Engagement

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

Response:

Our alumni serve the nation in various areas of national life that include governance, corporate sector, art and culture, science and technology, politics, media, policy planning and research.

We hope that you will choose to join us at Bihpuria College and that after your time here you will join the ranks of our alumni whose aspirations have been heightened, whose minds have been broadened, whose affection for the institution is indelible and who have formed a friendship that will last a lifetime.

The Bihpuria College Alumni Association is very active and has completed a number of development projects in the college. The alumni are involved in the life of the college by way of 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.

| File Description | Document |
|---------------------------------------|-------------------------------|
| Paste link for additional information | View Document |

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

Criterion 6 - 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

Response:

The colleges of Assam had been under government deficit grant-in-aid system up to 2005 A.D. Afterwards, all the colleges are 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 being the Secretary of the college under GB convene whenever necessary, GB meetings to get things approved. The Governing Body (GB) is doing its best for the all round development of the college. It plays a pivotal role so far infrastructural development and maintenance of quality education is concerned. The GB is very much concerned about providing students support and accessories. The Principal displays and exhibits dynamic leadership in management in both academic and administrative leadership. With his unabated sense of co-operation and farsightedness, he maintains a very cordial relationship with teaching, non-teaching staff as well as students and public.

To check and balance authoritativeness in democratic set up like a Higher Institution of Learning, the college has 19 separate committees to look after various affairs of the college. It is pertinent here to mention a unique situation so far the administration is concerned. On one hand, he is a member of college family, but simultaneously, the Principal is a government A grade employee and disbursing authority of the college. He maintains a balanced relation between the two aspects.

The college has set up certain goals, missions and visions and every possible measure is taken to materialize them.

| File Description | Document |
|---------------------------------------|-------------------------------|
| Paste link for additional information | View Document |

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

Response:

The college constantly endeavors to generate and implement ‘Best Practices’ to strengthen and augment the institutional quality. Now-a-days, the epithet best practices has come to refer to the most preferred way of performing a certain task or tackling a particular challenge, as opposed to any other way. They are very much essential for the all round development of the institution. Furthermore, they are devised and practiced so as to cover all most all the values or points being postulated as criteria to accredit a college.

The college pays primary importance in generating students’ interest in learning and in achieving excellence in teaching learning process. The Internal Semester Monitoring Committee sees to it that classes

are held regularly and examinations are conducted in time. To provide incentives to talented but economically weak students, there is provision for financial help from Student's Welfare Fund. Apart from this award in cash in the form of scholarship by several college teachers. In a nut shell, the best practices being adopted in our college are listed below:

- Preparation of departmental course plan
- Feedback on students and teachers
- Incentives and financial assistance to students
- Grievance Redressal Cell
- Celebration of important Days
- Holding of cultural functions to encourage local culture and social interaction with public
- The college publication
- Students charter
- Ward and monitoring student
- Organize department seminar and group discussion
- Alumni meet
- Field study.

So far research, consultancy and extension activity are concerned, separate committees are formed. Apart from regular exercises on research consultancy and extension activities, luminary personalities, excelling proficiency in different field are invited to our college quite often to have discussion and Talks with our students.

The college is keen to keep the campus clean and green and to look after that part; an Environment/Campus Development Committee has been constituted. With active participation of Assam Co-operative Apex Bank Ltd., the college organized a one day workshop on Entrepreneurship, where 106 Self Help Groups participated. Furthermore, Political Science Department organized seminars on 'Indigenous people and human Rights in Assam' and Education department has organized a national seminar on 'Teaching, learning and Innovations in Education'. Along with this, many departments have conducted number of workshop and seminars at various localities in order to make awareness amongst the people. These are humble but sincere ways to render community welfare service from our end.

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

Bihpuria College in its 47 years of existence has been known to the entire state of Assam, especially the Northern part of the state. We have extensively devoted to the development of social surrounding of Bihpuria with our hardworking teachers working full-time every day for the benefit of the students coming from different social and cultural backgrounds. Our affiliated university (Dibrugarh University) has set certain standards for the same and we have made all the effort possible to accomplish that.

The college has following strategies deployed with most effectivity:

- **Internal Quality Assurance Cell (IQAC):** It was constituted on 10th of October, 2004 with the Principal as its chairman and since then it has been actively working for the academic and other developments of the college. It works for the optimization of modern methods of teaching. Students are provided with necessary information for higher education. The cell also works for the preparation of Annual Quality Assurance Report as per the guidelines of NAAC to be submitted to NAAC.
- **Academic Planning and Semester Monitoring Committee:** This has been constantly working since the day of its inception in planning academic calendar and monitoring the semester related tasks. It is basically meant to the smooth running of academics throughout the college. It encompasses the monitoring of coverage of the syllabus of each department. Students attendance is also taken into consideration by the committee. It ensures that various academic activities are conducted according to the calendar.
- **Research Committee:** This committee serves the purpose of promoting research among the faculties and students community. It occasionally organizes programs on research methodology for qualitative and quantitative research. We have also tried to publish as many research articles as possible every academic year. The committee motivates the existing faculties to engage with innovative research project. It approves monetary help and leave for the faculties to attend seminars, workshops and conferences. Teaching staff without doctorates are encouraged to pursue Ph.D by this committee.
- **Disciplinary Action Committee:** The committee is constituted with the sole aim to maintain 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. Take actions against those who involve in illegal activities and reduce violence among the student community.

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

Response:

The college has a well-established organizational structure for the smooth functioning all the essential activities. The Principal is the Head of the institution followed by the Governing Body (GB) which has the ultimate authority to take decision. All the institutional bodies are quite effective and efficient that becomes obvious from the policies and administrative setup. The Teaching and Non-teaching staff members are under the leadership of the Principal. There a number of committees divided into **Academic** and **Administrative** sections which are co-ordinated by faculty members under the guidance of the Principal.

Under the Academic section, we have “**Curricular**”, “**Extension Programmes**”, and “**Co-Curricular.**”

Under Curricular, there are “**Admission Committee**”, “**IQAC**”, “**Examination Committee**”, and “**Library Committee.**”

Under the Extension Programmes, we have “**Women’s Cell**”, “**NSS**” and “**NCC.**”

Under the section of Co-Curricular, there are in charges for “**Outdoor, indoor Games, Cultural, Debating and Symposium, Magazine,**” etc.

Under the Administrative Section, we have “**Academic Planning and Semester Monitoring Committee**”, **Guardians' Meet Committee**”, “**Grievance Cell**” and “**Alumni Committee.**”

6.2.3 Implementation of e-governance in areas of operation

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

Response: D. 1 of the above

| File Description | Document |
|--|-------------------------------|
| Institutional data in prescribed format(Data template) | View Document |

6.3 Faculty Empowerment Strategies

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

Response:

Employee Welfare Fund: It was constituted in 1990 by the faculty members of the college with the purpose of providing financial help to the teaching and non-teaching staff. The money for the fund is collected from each and every staff of the college, and by now we have more than 1 crore in the fund. Following are the list of sectors where the financial help is provided:

1. For medical emergency, this financially helps the teaching and non-teaching staff
2. It provides loans to the staff members for their children's education
3. For different personal problems, financial help is also provided to the staff members

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

Response: 0

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

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 0 | 0 | 0 | 0 | 0 |

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| Institutional data in prescribed format(Data template) | View Document |

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0.8

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

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 1 | 0 | 1 | 2 | 0 |

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6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 12.53

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

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 12 | 5 | 3 | 3 | 1 |

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| Institutional data in prescribed format(Data template) | View Document |

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

Response:

Bihpuria College follows the UGC and DHE (Assam) Regulations on Minimum Qualifications for the Appointment of Teachers and other Academic Staff in the College. The performance of all the employees is assessed every year after the completion of one academic year at the institute. The aim is to evaluate the performance of the staff members as per the established norms. The basic features of the performance appraisal system are as follows:

Teaching Staff

- a) The performance of each faculty member is assessed according to the Annual Self-Assessment for the Performance Based Appraisal System (PBAS).
- b) Promotions are based on the PBAS method for UGC Career Advancement Scheme (CAS) and DHE promotion guidelines that are based on the API score of the faculties.
- c) The college incorporates a wide range of activities besides academics. For that, the faculty members are given additional duties and responsibilities. The college puts appropriate weightage for the mentioned contributions in their overall assessment as academics.
- d) The faculty members are conveyed the information well in advance of their due promotion.
- e) The PBAS form is filled by the Faculty Member and verified by the Heads of the Departments, followed by the Principal's approval.
- f) Faculty members whose promotions are due are recommended based on their API score and are required to appear before the screening-cum-selection committee.

Non-Teaching Staff

All non-teaching staff are also evaluated through the annual performance appraisal. The various parameters for staff members are assessed under different categories such as character, abilities in respective departments, hard-working capacity, discipline, reliability, relations and co-operations with colleagues, students and the public.

On satisfactory performance, all teaching staff members are granted promotions and financial upgradation under the PBAS Scheme following the UGC guidelines and of DHE (Assam).

The Performance Based Appraisal System has greatly helped in the evaluation of the performances of teaching and non-teaching staff of our college, especially in motivating them to work harder, analyzing

their strengths and weaknesses and thus making sure of better performance.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The college comes under the Assam Govt. Provincialization Act 2005, and hence, it does not have the authority to conduct internal audits. Instead of that, the income and expenditure of the institute are regularly audited by the **Directorate of Audit** (Local Fund Govt. of Assam). The Directorate provides auditor to the college and the college authority co-operates with the auditor for conducting the audits. The Governing Body (GB) of the college observes 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 college receives financial aids from the State Government and UGC for the employees and other development activities. All matters relating to the financial sanction are conducted through plans and estimates prepared by the concerned authorities followed by the consent of the college Governing Body (GB) and approved by the higher authority whenever and whatever necessity arises.

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

Response: 0

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

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 0 | 0 | 0 | 0 | 0 |

File Description

Institutional data in prescribed format(Data template)

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6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

Bihpuria College mobilises its funds received mainly from the University Grants Commission (UGC) and the State Government of Assam for various expenditures of the college. The fund received from the state

government is spent for the payment of salary to the teaching and non-teaching staff. It is done according to the budget allocation of fund. The college has its own budget that is prepared every academic year by a team of expert led by the Principal and the amount of money received from both the mentioned sources are well spent as per that budget. The college follows complete transparency in the expenditures of that fund. The UGC funds are spent for the purpose of the infrastructural growth and development of the college maintaining a fixed schedule for accomplishing the same.

Following are some of the means for Resource Mobilisation:

1. Students fees
3. Funding from Alumni donors

Fund received from the above sources is spent for the maintenance of the college.

Optimum Utilization of Funds is ensured through:

1. Necessary funds are allocated for fruitful teaching-learning practices.
2. Budget is utilized for day to day operational needs and demands of the institute.
3. Library requisites are fulfilled through the allocated funds.
4. Ample amount of money is spent in several social service activities through NSS and NCC.

The sole purpose of mobilisation of funds is to provide the students quality education and a healthy environment for teaching-learning experiences.

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

Response:

The **Internal Quality Assurance Cell (IQAC)** reviews the strategies and processes from time to time in order to develop and improve the qualities among the faculty members and students of the college. As per the guideline of University Grants Commission (UGC), IQAC submits Self-Reviewed Progress Report to NAAC. The **Annual Quality Assurance Report** is the outcome of the work of the IQAC. The members of the cell interact with the NAAC peer team and inform them of the progress, development and academic excellence undertaken by the college.

Besides these, there are some other strategies mentioned as follows:

1. The IQAC encourages the faculty members to enhance their research skills and develop a research environment at the institution. The cell encourages the faculty members to pursue research

- programmes like M.Phil, Ph.D, research publications, etc.
2. The IQAC plays a crucial role in the improvement of the teaching-learning process by encouraging the departments to organise workshops, seminars, group discussions among the students.
 3. The IQAC works for the co-ordination and integration of various cells.
 4. The IQAC takes measures to analyse the feedback from the students.

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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 (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)

Response:

The teaching learning process, structures and ways of operations and learning outcomes are reviewed by the institution through IQAC set according to the UGC guidelines. The institutional evaluation of teaching-learning process include:

1. **Students' Feedback on Faculty:** - Students' Feedback proves to be a very effective measures for evaluating the quality of teaching learning process at the college. The IQAC prepares a questionnaire that encompasses maximum aspects of the teaching learning process. It is circulated among the students for their feedback. On the basis of this review from the students, appropriate measures are taken if necessary.

The nature of the feedback process is as follows:

1. All the faculty members are covered under this process. The secrecy of the student evaluators is strictly maintained under this system. The whole system of feedback including data collection, analysis and report preparation is done under the supervision of IQAC of the institute. The outcome of the feedback is given to the Head of the Departments with the seal and signature of the Principal and co-coordinator of IQAC for necessary action to be taken.
2. The institute through the IQAC continuously assesses and attempts to upgrade the quality of teaching and learning by emphasizing the importance of effective teaching and spirit of research among the teachers and students' community.
3. The feedback system facilitates the importance of learner-centric environment and encourages the teachers to adopt information and communication technology (ICT) tools to impart education in innovative ways.

6.5.3 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
2. Collaborative quality initiatives with other institution(s)
3. Participation in NIRF
4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

Response: D. 1 of the above

| File Description | Document |
|--|-------------------------------|
| Upload e-copies of the accreditations and certifications | View Document |
| Institutional data in prescribed format(Data template) | View Document |

Criterion 7 - 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 last five years.

Response:

The college is a co-educational institution which gives high thrust on gender equity programs. It is to be noted that more than 43% of the faculty members are Female and they share equal responsibilities with the male teachers in the institution. Even the President of the Bihpuria College Teachers' Unit is a senior lady faculty member.

Gender issues and gender equity have been a sensitive point of awareness for students and it has been included in their curriculum as following:

A paper on Women's Writing is offered to the students of B.A. 5th Semester English Major. Two papers on Women Studies and Feminism are offered by the Department of Political Science in B.A. 6th Semester Major Courses and 2nd Semester CBCS Generic Course. Department of Sociology has a paper in B.A. 3rd Semester CBCS Honors Course. A paper titled 'Women in Indian History' taught in B.A. 5th Semester (CBCS) and 6th Semester in History Major Course.

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, 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 counseling programmes have been organized for the girl students from time to time.

In the Students Union Election both boys and girl students have equal rights to file nomination for contest in different portfolios. College has more girl cadets in NCC and also more girl members in NSS. It is noticed that college maintains equal preference for inclusion for both boys and girls in different festival celebration committees. Self Defense Training Programmes have been conducted for the benefit of the students. The college has separate common rooms, toilets for both boys and girls.

A two storied well-furnished hostel is available for girl students with safety and security (boundary wall with gate, security person, warden etc.). It gives opportunity to the girl students, residing in interior and far-off places to fulfill their dreams of achieving higher education.

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

- 1.Solar energy
- 2.Biogas plant
- 3.Wheeling to the Grid
- 4.Sensor-based energy conservation
- 5.Use of LED bulbs/ power efficient equipment

Response: D. 1 of the above

7.1.3 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

Response:

• **Solid waste management**

Ample garbage bins are placed at various places in the campus to keep the surrounding clean. A staff of cleaners are engaged in the entire process. Members of Student Union Body, NSS and Cadets of NCC take up cleaning drives from time to time and prior to some celebration in the institution.

Programmes under Swacch Bharat are organised regularly in the college and all involved in these programmes participate in garbage disposal system by depositing solid wastes in proper manner. Polethene, plastics, etc are never allowed to be burnt in the college in the name of garbage/waste disposal.

Liquid waste Management:

The college has proper drainage management system to 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 it as found necessary.

7.1.4 Water conservation facilities available in the Institution:

- 1.Rain water harvesting
- 2.Borewell /Open well recharge
- 3.Construction of tanks and bunds
- 4.Waste water recycling
- 5.Maintenance of water bodies and distribution system in the campus

Response: E. None of the above

| File Description | Document |
|--------------------------------|-------------------------------|
| Any other relevant information | View Document |

7.1.5 Green campus initiatives include:

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

Response: B. 3 of the above

| File Description | Document |
|---|-------------------------------|
| Geotagged photos / videos of the facilities | View Document |
| Any other relevant documents | View Document |

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions / awards
5. Beyond the campus environmental promotion activities

Response: E. None of the above

7.1.7 The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.
2. Divyangjan friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. Assistive technology and facilities for 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

Response: D.1 of the above

| File Description | Document |
|--|-------------------------------|
| Geotagged photographs / videos of the facilities | View Document |

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 500 words).

Response:

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 Saraswati Puja, Tithi of Srimanta Sankardev etc. inside the campus to promote cultural harmony amongst the students towards each other. Every year the student union of the college observes week long “College Week” programme by arranging different sports and cultural competitions like Bride Competition (students present themselves as brides of different religion from different states), Multi-Cultural Procession, Speech Competition, Songs, Dances representing different forms of culture from various states. Large number of students from different places with diverse cultural and linguistic background participate in it and successful competitors are awarded with medals, trophies, and certificate 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. These programmes revamp the positive relationship among people belonging to different races and culturalbackground.

Teachers 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 and villagers.

Girl students from far off and interior places with uneven social background belonging to different race, creed, religion and practice, stay in the hostel together with friendship and

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

College organises various activities in the campus for inculcating values for being responsible citizens as reflected in the Constitution of India. Students are future builders of the nation. So, to impart 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 every year 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 Guard of Honour and salute to the tricolour. Programmes of National importance like Gandhi Jayanti, is celebrated to spread the Gandhian Philosophy and sense of unity among the students.

College organises a number of lectures on different topics such as “Life Skills”, “Natural Resource Management and Indigenous People”, “Student-Teacher Relationship”, “Human Rights”, ‘Folk

Literature', "The Role of NSS" etc. from time to time to inculcate values to become socially aware responsible citizens.

The world Environment Day is celebrated on 5th June every year by planting sapling, cleaning the campus followed by awareness lectures related to 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", and "Road Safety", etc.

College celebrates Saraswati Puja, Rabha Divas and Shilpi Divas, birth and death anniversaries of music legend Dr. Bhupen Hazarika to inculcate the cultural values in the young minds of the students. Students have been taking part in the variety cultural programmes presented by the students of different educational institutions, organized by Circle Officer, Bihpuria. A Code of Conduct Handbook for all the stakeholders are prepared and uploaded in the website. Important guidelines for students on values and responsibilities as disciplined students are on display in prominent places of the campus and also in the prospectus. Valuable quotes on social behavior and human values are on display in plates attached at the entry of every room.

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.

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

Response: C. 2 of the above

| File Description | Document |
|--------------------------------|-------------------------------|
| Code of ethics policy document | View Document |

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

College organizes national and international commemorative days, events and festivals with great enthusiasm. These programmes, 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:

1. Republic Day (26th January) and Independence Day (15th August) have been celebrated to imbibe a sense of pride, integrity and responsibility among the students. The National flag is hoisted by the Principal and the National Anthem is sung in unison; NCC Cadets offer Guard of Honor and salute to the tricolor followed by a speech on the significance of the day by the Principal. Some senior local people are also felicitated.

2. Teacher's Day (5th September): Teachers' Day has been celebrated elaborately every year.

Students and Alumnus of the college offer respect to teachers.

3. Foundation Day of the College(1ST August): The Foundation Day of the college is celebrated on 1st August every year. After the ceremonial flaghoisting and *Smriti Tarpan* a general meeting is held. College felicitates senior local people and well wishers of the college.

4. Gandhi Jayanti (2nd October) was celebrated on 2nd October every year with commemorative speech on the Father of the Nation.

5. International Women's Day (8th March) has been celebrated by organizing awareness programmes on women and child health care, legal awareness for women in the nearby localities as well as within the campus every year.

6. World Environment Day (5th June) is celebrated with awareness talks and plantation in the area.

7. International Yoga day (21st June) is celebrated every year organizing awareness programmes.

9. Birth and Death Anniversary of Dr. Bhupen Hazarika, Bishnu Rabha Divas and Silpi Divas: are celebrated to make the students aware of the rich local cultural heritage and to imbibe a sense of pride among them.

10. Saraswati Puja is celebrated with full festivity among the Students, teachers, office staff, alumni and local people.

7.2 Best Practices

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

Response:

Best Practice – I

Title of the Practice

Admission Process Goal: It aims to meet and exceed the institutional goals in admission strategically and ensure access to higher education by all categories of students. It is essential to ensure gender equity and access to education by the marginalized sections of the society by giving due weightage in admission

process. The admission process starts by a publicity in the leading newspapers and college website. The admission application forms are issued on the day of announcement of Higher Secondary results of Assam Higher Secondary Education Council. The applications are issued till the last date and time for receiving the application forms. The following important aspects are displayed for information to the general public and aspirant students.

- a. Seat matrix for different courses and for different categories of students as per the Govt. norms.
- b. The cut-off dates for receiving the filled-in application forms, announcement of first list of selected students, last date for admission of the students selected under first list, announcement of second and subsequent lists.
- c. Fee structure for different courses and different categories of students.
- d. Students desirous of claiming admission under special categories like Sports, N.C.C., Physically Handicapped, etc. are suggested to submit a copy of the application with necessary documents to either the Principal or Sports Director in person.
- e. An Inquiry counter will be set up to answer the queries and show the position of the candidate in the consolidated merit-list. **SPECIAL ASPECTS:**

Admissions are carried out by a group of teachers with a senior faculty as the Admission Committee convener. According to the seat matrix, the first list of students selected for admission is announced on the date and time mentioned. Last dates are made known to the applicants. Depending on the availability of seats, further admission lists are announced until the last seat is filled by merit. Students with different abilities are advised to meet the Principal in person and establish the nature of infirmity with the necessary document. Based on the satisfactory presentation, seats are provided without looking into merit. Seats are reserved under each of the categories like SC/ST or OBC as per the Govt. norms. Wherever the merit of students from SC/ST is higher compared to general merit students, the seats are announced from the general merit quota but at the reduced fees meant for these category students, thereby promoting a greater concern for equity of access to education. The fee structure is highly reduced and is as per the government norms. One of the mandates adopted by the college is to prioritize access to higher education.

EVIDENCE OF SUCCESS: The reduction of drop-out rate in admissions to the Arts and Commerce stream is another proof of evidence.

PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED: Due to a large number of students with merit belonging to reserved categories take seats from general merit quota, this entails a reduced financial resource to the college by way of fees. (Reserved categories of students have lower fee to be paid as per the Govt. norms) To ease the admission process and hasten the process, dedicated computers with good printers and high speed internet are essential. A robust admission software is required to be generated and custom made due to various constraints in generating the admission register, day book entries, receipt generation, etc.

Best Practices II

Title of the Practice: **Plantation Programme**

Objectives of the Practice: It has been observing by the people that nature has been changing itself very tremendously as we are responsible for this change because of building and constructive more and more cities and town. So, the nature has unbalanced and disturbed that is why the combination of oxygen has ruined. Therefore, now we have to maintain this balance by following the given points :

- To ensure more plantation of different fruits and other useful plants trees.
- Plantation programme can become more popular. So, it is the duty of ours to promote more and more students to come forward.
- To enhance the values of plants environment among the students. The Context The very noble objective of “Plantation programme is to save, protect the environment by plantation work” with under given points:
 - To rising up the level of the student thinking regarding plantation work.
 - To ensure the sincerity of the students regarding the values of trees plants.
 - To inculcate the programme of plantation can change the heart hobbies of students to produce more and more oxygen.
- It is very important to plant more and more trees, herbs and climbers because these are the carriers of rain and cloud. Only the nature has capacity to turn up the balance of nature to produce more and more oxygen, but it is only possible when our surroundings are full of trees and plants. Such type of programme is only possible when our new generation become more more sincere and active towards plantation programme. If our programme of plantation makes the points of success, it is sure and certain that our nature will be in balance and the life of the people can be happy prosperous. So, we should plant more more trees and protect them for the future of new generation. Evidence of Success Our efforts of plantation work provoke the heart of the students and inspired them to go quickly on the path of plantation for the balance of the nature up-gradation of environment. It is the result of the programme that more than 70 student participated in the programme of the plantation started by college administration. As soon as possible to 150 plants has been planted by the student in college campus. Now we hoping that after this raining season, these planted trees will provide us feelings of true natural. Problems Encountered and Resources Required some students were too naughty that they avoid the programme and deny such types of activities, but our learned scholars faculties convinced them and ultimately they agreed for the plantation work and realized the value and importance of the nature and environment. Not enough, but they also planted more more plants and take an oath for the protection of the plants for the balance of nature

| File Description | Document |
|--|-------------------------------|
| Best practices in the Institutional web site | View Document |

7.3 Institutional Distinctiveness

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

Response:

In order to fulfill the greater vision of the institution in promoting education among the younger generation

and thereby imparting the socio-economic environment of the surrounding area, the institution is taking an active role. The institution is located at a remote place which is lagging behind in the sphere of socio-economic as well as educational developments. The demographic structure of the area is basically dependent on agrarian means of survival. Therefore, the vision of this institution of higher education is rural development and to materialize this vision the institution is trying its best to uplift the economically backward students of the area. They are provided every possible help by the teachers through tutorial classes, skills based workshop, financial help, providing free uniform etc. Presently, some schemes are also initiated by most of the departments where books as well as cash money are given as rewards to students belonging to economically weaker section who are securing good marks in the university examinations. Some of the teachers are also sponsoring students coming from poor background.

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| Appropriate web in the Institutional website | View Document |

5. CONCLUSION

Additional Information :

In addition to the others, our college has undertaken steps to promote fish farming culture among the students. For the same purpose, the college has initiated fish farming in its two fisheries within the campus. It is hoped that this initiative would bring positive changes in the minds of the students and also contribute to the economic development of the institution along with the students' self-dependence in the future.

Moreover, our college has various trees and plants on its campus where students and teachers get to taste different fruits in different seasons.

Concluding Remarks :

Bihpuria College is the main institution of higher education in the greater Northern region of Lakhimpur district of Assam. Bordering with Biswanath district of the state, covers an area of 40 bighas. The College has been striving to take up the responsibility of spreading knowledge among the students of this rural and semi-urban region since its establishment in 1973. To sum up, the journey of the college is not that far away from its expected goals. However, looking at the changing aspects of the modern higher education system across the country, Bihpuria College has also adopted many ways to bring qualitative transformations in its teaching-learning processes.

6.ANNEXURE

1.Metrics Level Deviations

| Metric ID | Sub Questions and Answers before and after DVV Verification | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------|--|---------|---------|---------|---------|---------|-----|-----|-----|-----|-----|---------|---------|---------|---------|---------|-----|-----|-----|-----|-----|---------|---------|---------|---------|---------|--|--|--|--|--|
| 1.2.1 | <p>Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</p> <p>1.2.1.1. Number of Programmes in which CBCS/ Elective course system implemented. Answer before DVV Verification : 14 Answer after DVV Verification: 14</p> <p>Remark : Value has been changed as per number of programs</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.3.2 | <p>Average percentage of courses that include experiential learning through project work/field work/internship during last five years</p> <p>1.3.2.1. Number of courses that include experiential learning through project work/field work/internship year-wise during last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>80</td> <td>64</td> <td>78</td> <td>80</td> <td>58</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>84</td> <td>64</td> <td>78</td> <td>80</td> <td>54</td> </tr> </tbody> </table> <p>Remark : Value has been changed considering total number of courses available with HEI</p> | 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 | 80 | 64 | 78 | 80 | 58 | 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 | 84 | 64 | 78 | 80 | 54 | | | | | | | | | | |
| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 80 | 64 | 78 | 80 | 58 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 84 | 64 | 78 | 80 | 54 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2.1.1 | <p>Average Enrolment percentage (Average of last five years)</p> <p>2.1.1.1. Number of students admitted year-wise during last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>333</td> <td>375</td> <td>357</td> <td>327</td> <td>243</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>333</td> <td>375</td> <td>357</td> <td>327</td> <td>243</td> </tr> </tbody> </table> <p>2.1.1.2. Number of sanctioned seats year wise during last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 | 333 | 375 | 357 | 327 | 243 | 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 | 333 | 375 | 357 | 327 | 243 | 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 | | | | | |
| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 333 | 375 | 357 | 327 | 243 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 333 | 375 | 357 | 327 | 243 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | | | | |
|-----|-----|-----|-----|-----|
| 400 | 400 | 400 | 400 | 400 |
|-----|-----|-----|-----|-----|

Answer After DVV Verification :

| | | | | |
|---------|---------|---------|---------|---------|
| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
| 400 | 400 | 400 | 400 | 400 |

2.1.2 **Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)**

2.1.2.1. **Number of actual students admitted from the reserved categories year wise during last five years**

Answer before DVV Verification:

| | | | | |
|---------|---------|---------|---------|---------|
| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
| 184 | 208 | 203 | 196 | 142 |

Answer After DVV Verification :

| | | | | |
|---------|---------|---------|---------|---------|
| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
| 148 | 145 | 148 | 148 | 127 |

Remark : Value has been changed considering the sanctioned seats against reserved categories

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

2.3.3.1. **Number of mentors**

Answer before DVV Verification : 37

Answer after DVV Verification: 20

Remark : Value has been changed as per attachment

2.6.3 **Average pass percentage of Students during last five years**

2.6.3.1. **Total number of final year students who passed the university examination year-wise during the last five years**

Answer before DVV Verification:

| | | | | |
|---------|---------|---------|---------|---------|
| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|

2.6.3.2. **Total number of final year students who appeared for the university examination year-wise during the last five years**

Answer before DVV Verification:

| | | | | |
|---------|---------|---------|---------|---------|
| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
| 214 | 236 | 191 | 183 | 111 |

Answer After DVV Verification :

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 214 | 236 | 191 | 183 | 148 |

3.1.3 **Number of Seminars/conferences/workshops conducted by the institution during the last five years**

3.1.3.1. **Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

Answer before DVV Verification:

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 0 | 1 | 3 | 2 | 1 |

Answer After DVV Verification :

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 0 | 1 | 3 | 2 | 1 |

3.3.3 **Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

3.3.3.1. **Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

Answer before DVV Verification:

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 0 | 0 | 1 | 13 | 3 |

Answer After DVV Verification :

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 0 | 0 | 2 | 0 | 2 |

Remark : Value has been changed as per attachment

3.3.4 **Average percentage of students participating in extension activities at 3.3.3. above during last five years**

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., year-wise during last five years**

Answer before DVV Verification:

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| | | | | |

| | | | | |
|-----|-----|-----|----|-----|
| 142 | 159 | 107 | 82 | 107 |
|-----|-----|-----|----|-----|

Answer After DVV Verification :

| | | | | |
|---------|---------|---------|---------|---------|
| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
| 0 | 0 | 100 | 0 | 100 |

Remark : Value has been changed on pro rata basis in line with 3.3.3

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

3.4.1.1. **Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years**

Answer before DVV Verification:

| | | | | |
|---------|---------|---------|---------|---------|
| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
| 0 | 0 | 1 | 13 | 3 |

Answer After DVV Verification :

| | | | | |
|---------|---------|---------|---------|---------|
| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
| 0 | 0 | 0 | 0 | 0 |

4.1.3 **Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)**

4.1.3.1. **Number of classrooms and seminar halls with ICT facilities**

Answer before DVV Verification : 06

Answer after DVV Verification: 6

4.1.4 **Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)**

4.1.4.1. **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

Answer before DVV Verification:

| | | | | |
|---------|---------|---------|---------|---------|
| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
| 108397 | 512971 | 2727336 | 5144936 | 4451291 |

Answer After DVV Verification :

| | | | | |
|---------|---------|---------|---------|---------|
| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
| 1.12 | 6.29 | 33.44 | 27.64 | 7.23 |

Remark : Value has been changed as per attachment

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

4.2.3.1. Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)

Answer before DVV Verification:

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 3884557 | 3814923 | 3830151 | 3501783 | 3083473 |

Answer After DVV Verification :

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 0.56 | 0.79 | 2.52 | 0.31 | 0.74 |

Remark : Value has been changed as per attachment

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

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

Answer before DVV Verification : 150

Answer after DVV Verification: 5

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

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

Answer before DVV Verification:

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 232048 | 700998 | 3023366 | 6294856 | 4769993 |

Answer After DVV Verification :

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 1.04 | 0.76 | 2.66 | 0.94 | 0.41 |

Remark : Value has been changed as per attachment

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

5.1.2.1. Number of students benefitted by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

Answer before DVV Verification:

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 95 | 11 | 29 | 0 | 159 |

Answer After DVV Verification :

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 2 | 2 | 1 | 1 | 1 |

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

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

Answer before DVV Verification : B. 3 of the above

Answer After DVV Verification: D. 1 of the above

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

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

Answer before DVV Verification:

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 119 | 216 | 162 | 197 | 245 |

Answer After DVV Verification :

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 119 | 216 | 162 | 197 | 245 |

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

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

Answer before DVV Verification : A. All of the above
 Answer After DVV Verification: C. 2 of the above

| 6.2.3 | <p>Implementation of e-governance in areas of operation</p> <ol style="list-style-type: none"> 1. Administration 2. Finance and Accounts 3. Student Admission and Support 4. Examination <p>Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: D. 1 of the above</p> | | | | | | | | | | | | | | | | | | | | |
|---------|---|---------|---------|---------|---------|---------|---|---|---|---|---|---------|---------|---------|---------|---------|---|---|---|---|---|
| 6.3.3 | <p>Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years</p> <p>6.3.3.1. Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 949 1046 1084"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>0</td> <td>1</td> <td>2</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 1162 1046 1296"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>0</td> <td>1</td> <td>2</td> <td>0</td> </tr> </tbody> </table> | 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 | 1 | 0 | 1 | 2 | 0 | 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 | 1 | 0 | 1 | 2 | 0 |
| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 | | | | | | | | | | | | | | | | | |
| 1 | 0 | 1 | 2 | 0 | | | | | | | | | | | | | | | | | |
| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 | | | | | | | | | | | | | | | | | |
| 1 | 0 | 1 | 2 | 0 | | | | | | | | | | | | | | | | | |
| 7.1.5 | <p>Green campus initiatives include:</p> <ol style="list-style-type: none"> 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 <p>Answer before DVV Verification : A. Any 4 or All of the above Answer After DVV Verification: B. 3 of the above Remark : Value ha been changed as per attachment</p> | | | | | | | | | | | | | | | | | | | | |
| 7.1.7 | <p>The Institution has disabled-friendly, barrier free environment</p> <ol style="list-style-type: none"> 1. Built environment with ramps/lifts for easy access to classrooms. 2. Divyangjan friendly washrooms 3. Signage including tactile path, lights, display boards and signposts 4. Assistive technology and facilities for Divyangjan accessible website, screen-reading | | | | | | | | | | | | | | | | | | | | |

| | |
|--------|--|
| | <p>software, mechanized equipment</p> <p>5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p> <p>Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: D.1 of the above</p> |
| 7.1.10 | <p>The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.</p> <ol style="list-style-type: none"> 1. The Code of Conduct is displayed on the website 2. There is a committee to monitor adherence to the Code of Conduct 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized <p>Answer before DVV Verification : C. 2 of the above Answer After DVV Verification: C. 2 of the above</p> |

2. Extended Profile Deviations

| ID | Extended Questions | | | | | | | | | | | | | | | | | | | | |
|---------|---|---------|---------|---------|---------|---------|-----|-----|-----|-----|----|---------|---------|---------|---------|---------|-----|-----|-----|-----|-----|
| 1.1 | <p>Number of courses offered by the Institution across all programs during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>14</td> <td>14</td> <td>14</td> <td>14</td> <td>14</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>350</td> <td>350</td> <td>350</td> <td>350</td> <td>350</td> </tr> </tbody> </table> | 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 | 14 | 14 | 14 | 14 | 14 | 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 | 350 | 350 | 350 | 350 | 350 |
| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 | | | | | | | | | | | | | | | | | |
| 14 | 14 | 14 | 14 | 14 | | | | | | | | | | | | | | | | | |
| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 | | | | | | | | | | | | | | | | | |
| 350 | 350 | 350 | 350 | 350 | | | | | | | | | | | | | | | | | |
| 2.3 | <p>Number of outgoing / final year students year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>140</td> <td>179</td> <td>130</td> <td>120</td> <td>92</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>214</td> <td>236</td> <td>191</td> <td>183</td> <td>148</td> </tr> </tbody> </table> | 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 | 140 | 179 | 130 | 120 | 92 | 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 | 214 | 236 | 191 | 183 | 148 |
| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 | | | | | | | | | | | | | | | | | |
| 140 | 179 | 130 | 120 | 92 | | | | | | | | | | | | | | | | | |
| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 | | | | | | | | | | | | | | | | | |
| 214 | 236 | 191 | 183 | 148 | | | | | | | | | | | | | | | | | |
| 3.1 | <p>Total number of classrooms and seminar halls</p> <p>Answer before DVV Verification : 30 Answer after DVV Verification : 28</p> | | | | | | | | | | | | | | | | | | | | |
| 3.2 | <p>Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)</p> | | | | | | | | | | | | | | | | | | | | |

Answer before DVV Verification:

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 232048 | 700998 | 3023366 | 6294856 | 4769993 |

Answer After DVV Verification:

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 15.91 | 24.07 | 62.38 | 42.41 | 27.05 |

NAAC