SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

BIRJHORA KANYA MAHAVIDALAYA

BIRJHORA KANYA MAHAVIDYALAYA, BONGAIGAON, ASSAM, PIN - 783380
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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Birjhora Kanya Mahavidyalaya, Bongaigaon, a premier institute of higher education for women in west Assam, was established in the year 1993. The initial objectives of establishing this institution was to disseminate knowledge & skill to the women of nearby areas of Bongaigaon district. Located at the heart of the Bongaigaon town, the college is very well connected both by road and rail communication.

An institution of higher education solely for women was a long felt need of the region. This need brought together a likeminded group of Philanthropists led by Mr. Phani Bhushan Choudhury, MLA of Bongaigaon and sprouted a dream by the name of Birjhora Kanya Mahavidyalaya. Thus, the college first started its journey in 1993with just 50 students and 7 faculty members. But today the college has grown into an institute of excellence with more than 800 students and 34 faculty members. Though initially the college started only with the Higher Secondary classes, subsequently, later in 1995 it started the undergraduate courses in arts as Bachelor of Arts (BA). The college was accorded affiliation by Gauhati University and recognized by the UGC under sections 2 (f) and 12 (B) of the UGC act. At present the college offers UG courses in Arts both honours & regular. Apart from this the college also have study centres of Krishna Kanta Handique State Open University (KKHSOU)& Institute of Distance and Open Learning (IDOL) which offers various Under Graduate(UG) and Post Graduate courses through distance mode.

Birjhora Kanya Mahavidyalaya provides a unique and ideal learning atmosphere to the students for their all round development. Though the college is located in the heart of the town most of the students of the college hails from surrounding rural areas. Since its inception, the college has been playing a path finding role for the women of the neighbouring areas and takes pride in its quality products many of whom are enjoying privileged positions today in different fields of the society. With a team of competent faculty members the college continues to work for empowering the women of the region.

Vision

The vision of Birjhora Kanya Mahavidyalaya is to develop into a centre of excellence in higher education for women by providing comprehensive & balanced education.

Mission

Birjhora Kanya Mahavidyalaya strives to achieve its vision with the following mission.

1. Enrichment of Society through harmonious development of women.
2. Uplifment of intellectual quality & self confidence of women through holistic education.
3. Installing scientific temperament & humanitarian values needed for living & working in the modern world.
4. Developing social values & stimulate respect & sensitivity for others through knowledge of cultural diversity, language & human rights.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- A premiere institution of higher education for women in West Assam.
- Situated at the heart of the town with easy communication facilities both by road and rail.
- Advantage of having railstation & Bus terminus within the walking distance of the college.
- Dedicated & sincere teaching & non-teaching staff.
- Good academic reputation developed within short span of time.
- Supportive& active Governing body.
- A congenial work atmosphere.
- An automated Library with KOHA software.
- Study centre of Krishna Kanta Handiqui State Open University (KKHSOU) & Institute of Open and Distance Learning (IDOL) of Gauhati University.
- Skill development course for self employment of the students.
- Life skill training through Yoga and Meditation.
- An active NSS Cell emphasising lots of community services
- Involvement of students and teachers in community development programme with an emphasis on developing social values
- Facilities for ICT enabled teaching- learning process.
- CCTV surveillance in almost all classrooms and strategic vital points of the campus.
- Presence of a registered active Alumnae group
- Constant support from the Stakeholders.

Institutional Weakness

- No residential accommodation for students.
- Less number of sanctioned posts both in teaching &non teaching as per requirement.
- Less number of skill oriented courses.
- Lack of an Auditorium, Indoor Stadium, Gym and cafeteria.
- Limited resources in the use of digital technology to enhance teaching-learning process.
- Lack of sponsored Research projects.

Institutional Opportunity

- Emphasis on enhancement of women education to make a better society free from gender bias and discrimination.
- Free & Congenial atmosphere for girl students of the region.
- Linkage between students of rural & urban areas thereby enhancing the benefit to learn from diversity reputed experiences.
- Separate plot of land of 20 bighas to be used for starting other streams (Science/ Commerce) for girls with residential accommodation.
- Being located at the heart of the town the College has some industrial supports especially from the Indian oil corporation Limited (IOCL).
- Introduction of skill oriented certificate courses widens the self employment of the students.
- Organising National and International Seminars and conferences.

- Potential to work as a catalyst of community development with extension activities.
- E-library facilities for both students & teachers.

Institutional Challenge

- Least opportunity for implementation of any new curriculum/course.
- Instilling competitive urge among students due to poor communication skill.
- Getting placements for students
- Promoting research culture among students &faculties.
- Introduction of add on vocational courses for enhancement of employability.
- Majority of the students being from rural areas are not techno savvy.
- Implementing online courses through SWAYAM, MOOCS etc.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

As an affiliated institution the college is bound to follow the curriculum prescribed by the affiliating university. However responsibility of delivering it to the students in an effective manner lies with the college. For implementation of the prescribed curriculum the college follow a range of carefully balanced strategic plans. Before commencement of each academic session, academic calendar is prepared followed by routine and syllabus distribution, preparation of Lesson plan, Field trips and Project etc. Each faculty members maintains teacher's diary as a reflective of the individual coverage of the allotted syllabus.

The institution follows a curriculum that includes several programmes incorporating in their respective courses and topics on cross-cutting issues related to gender, peace, human values, professional ethics, human rights, environment & sustainability etc. Apart from this, the institution makes every effortto sensitise the students towards these issuesby periodically organising lectures &extension activities.

Study tour, field trips, visit to historical places are arranged from time to time to add an experimental quotient to the understanding of the students. Case Studies, group discussion, surveys and excursion provides hands on experiences. Structured feedback on curriculum from students and other stakeholders are obtained and new Strategies and Programmes are devised to address the issues.

Teaching-learning and Evaluation

Teaching learning process is the most important thrust area for any educational institution. As the College is affiliated to Gauhati University it follows norms and reservation policy laid down by the university and the state government. Right from the admission to evaluation, the institution follows a well administrative and transparent procedure with ease availability of information on institutional website. To identify the slow and advance learner the institution conduct special learning assessment test and arrange for mentoring and remedial classes accordingly. Beside the usual lecture method the institution also organise various academic activities such as Quiz, group discussion, extempore speech, essay writing, speech competition etc. to ensure participative learning. Further with an aim of enhancing experiential learning and developing problems solving ability, the students are given opportunity of excursion, project work, and active engagement in workshop

training programme etc. The college adheres to the academic calendar for the conduct of Continuous Internal Assessment (CIA). Students are evaluated and assessed on continuous basis through innovative & reforms techniques such as sessional exam, assignment, attendance, group discussion, quiz, project and practical. The examination committee ensures that evaluation process remain transparent and student friendly with re-examination and re-evaluation whenever needed. The college has a carefully develop mentor-mentee process for providing all kinds of support to deal with academic and stress related issues. Apart from regular methods the teacher also incorporates ICT tools in their teaching learning method.

Research, Innovations and Extension

The college understands the importance of research innovation and extension activities in the academic upliftment of both students & teachers. Realising the importance of research the college has formed the Research development Cell to develop the research culture and research sentiment among students and faculty members. Teachers and students constantly encourage to take up various social issues. Many faculty members have published their research work in different national and international journal. The curriculum of the different department has project work and field studies which helps to develop research sentiment among the students on various social issues. From time to time the college organises workshop, faculty development programme and lectures to motivate the faculty members towards research. The faculty members also participate regularly in various seminar, conferences, workshop and FDP at both national and international level.

The college through its NSS unit, literary & cultural forum & women Empowerment cell in association with different departments engages the students towards society responsible activities like community outreach programme in order to give the students greater exposure towards participatory & experiential learning. The college has also signed a number of MOUs with various colleges and training institute to undertake inter institutional cooperative/collaborative activities.

Infrastructure and Learning Resources

The institution has constantly been solving and upgrading its infrastructure to provide adequate facility for effective teaching learning. The college has one four storied & two two-storied building comprising sixteen classrooms including two ICT enabled classroom. The college also has one psychological laboratory, yoga centre, cutting and tailoring centre, specious girls' common room, departmental common room, NSS Office, sick room and one Exam cell office. In order to cater to the needs of the students' the college has newly built a well ventilated and automated library with KOHA software (version 20.0507.000) with the provision of separate reading room. Moreover the college library has a subscription of e-journal, e-book and INFLIBNET. The campus is Wi-Fi enabled there by providing students & teachers easy access of internet facility. To ensure safety and security of the staff and students the college has installed CCTV both within and outside the classroom. Thus, the whole campus is under CCTV surveillance.

Student Support and Progression

Birjhora Kanya Mahavidyalaya is committed to extend all kinds of academic, financial, Professional and psychological assistance to its Students. Students are provided both govt. and institutional scholarship and freeship. Being an all woman college the institution gives importance on the safety of the Students and hence

takes initiative to start a self-defence training programme. In order to help the students maintain good physical and mental health the college offers certificate course on yoga & meditation.

More over carrier and Psychological counselling training opportunities and training for competitive exam are done by experts from time to time.

The college has framed Grievance Redressal Policy and various committees, namely, Anti- ragging cell, Students Grievance Redressal cell, Anti Sexual Harassment Cell is in place to address the grievances of students.

Students union is an important platform for the students to understand and take up responsibilities, develop problem solving ability, administrative and management capabilities. Students representative are included in all the committees and cells including IQAC and editorial board of the college magazine 'TONOYA'.

The college also provides facilities for all round development of the Students through different curricular and co-curricular activities. Many of our students have also won a number of prizes in sports and cultural activities at both national& international level.

The Alumni Association of Birjhora Kanya Mahavidyalaya is a registered body under Societies Act XXI of 1860 having its own guidelines. Alumnae are engaged in curriculum enrichment by providing their valuable feedback. Distinguished Alumnae are invited as resource person/ guest speakers/ judges for various college events. They also provide financial contribution for academic upliftment.

As it is a girl's college for the convenience of the students the college has the facility of a Xerox centre and a canteen within the campus. This helps the students in saving time and energy and provides the facilities of Xerox and doing any kind of online activity such as fill up and submission of forms etc within an affordable rate.

Governance, Leadership and Management

With a well defined vision & mission the institution makes dedicated efforts to provide quality education. The principal who is the apex of the administration in collaboration with governing body and other stakeholders works on the details of strategies & plans for maintaining quality education. The institution adopts participatory managerial principles with a mechanism for dedicating authority and providing operational autonomy. Different committees & cells are formed to look after various aspects of administration & management. The IQAC ensure effective planning & implementation of academic activities with regular monitoring and reviewing system. Welfare schemes are available for teaching and non teaching staff as per government norms such as NPS, GIS, Medical leave & Medical allowances. Performance appraisal system is followed for all permanent teaching &non teaching staff. External and internal audits are done regularly. For financial management and resource mobilization the college depends upon the grant from DHE, IOCL, Local bodies & individual. The IQAC undertakes quality initiatives for quality sustenance and enhancement among all stakeholders.

Institutional Values and Best Practices

Being a women college the institution constantly takes measures to sensitise the students towards gender equity for generating inclusive culture. Keeping in mind the changing demands of the society the college is adopting

various innovative and student centric practices for the upliftment of the students. The students are encouraged to take active participation in various community centred program, Environmental Awareness and Protection program, Swachata Abhiyan, Awareness on health &hygiene of women and various such social issues.

The NSS unit of the college organise various program to celebrate **National girl child day, International Women's day, Environment day, World aids day** etc. Apart from this the NSS unit also organises special camps in the nearby villages to educate the village people about different social issues. **Blood donations camps** are also organised and encourage the students to donate blood for the cause of humanity with an aim of develop human values among them.

As an initiation of Green environment the College has initiated to conduct **Green and Environment audit** and **Energy audit**.

The college also has the provision of study tour and excursion for students to give them the benefit of experiential learning. To motivate the students for better academic performance the college has a provision of giving special award as **Principal's Award** and **Navajyoti Saikia Memorial award** to the topper of the University and the topper of the college in the UG final examination which contains a Citation, Memento and cash prize. Apart from this, the first class holders are also felicitated with a memento at a ceremonial function. As an addition to this, a very recent initiative is taken to select **B.A. Super 10** of Birjhora Kanya Mahavidyalaya through a systematically planned examination process.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	BIRJHORA KANYA MAHAVIDALAYA
Address	Birjhora Kanya Mahavidyalaya, Bongaigaon, Assam, Pin - 783380
City	Bongaigaon
State	Assam
Pin	783380
Website	www.bkmb.ac.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal(in-charge)	Gagan Sarma	03664-230212	9101664878	-	gagansarma435@gmail.com
IQAC / CIQA coordinator	Kalpana Kalita Das	03664-222311	9435022869	-	kkalita1140@gmail.com

Status of the Institution	
Institution Status	Government and Grant-in-aid

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

State	University name	Document
Assam	Gauhati University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	15-01-2019	View Document
12B of UGC	15-01-2019	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				

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	Birjhora Kanya Mahavidyalaya, Bongaigaon, Assam, Pin - 783380	Semi-urban	55545.56	750

2.2 ACADEMIC INFORMATION

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,Education	36	HS	English,Assamese	300	287
UG	BA,Education	36	HS	English,Assamese	40	24
UG	BA,English	36	HS	English	40	21
UG	BA,English	36	HS	English	25	14
UG	BA,English	36	HS	English	350	248
UG	BA,History	36	HS	English,Assamese	20	4
UG	BA,History	36	HS	English,Assamese	30	9
UG	BA,Philosophy	36	HS	English,Assamese	300	155
UG	BA,Philosophy	36	HS	English,Assamese	25	25
UG	BA,Political Science	36	HS	English,Assamese	40	35
UG	BA,Political Science	36	HS	English,Assamese	300	144
UG	BA,Statistics	36	HS	English,Assamese	30	0
UG	BA,Assamese	36	HS	Assamese	30	0
UG	BA,Assamese	36	HS	Assamese	350	330
UG	BA,Assamese	36	HS	Assamese	40	30
UG	BA,Bengali	36	HS	Bengali	10	0
UG	BA,Bengali	36	HS	Bengali	30	27
UG	BA,Economics	36	HS	English,Assamese	30	1

UG	BA,Economics	36	HS	English,Assamese	20	8
UG	BA,Mathematics	36	HS	English	30	2
UG	BA,Hindi	36	HS	Hindi	30	0
UG	BA,Bodo	36	HS	Bodo	30	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				0				20
Recruited	0	0	0	0	0	0	0	0	10	9	0	19
Yet to Recruit				0				0				1
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				15
Recruited	0	0	0	0	0	0	0	0	6	9	0	15
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				7
Recruited	5	0	0	5
Yet to Recruit				2
Sanctioned by the Management/Society or Other Authorized Bodies				7
Recruited	4	3	0	7
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		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
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	1	3	0	4
M.Phil.	0	0	0	0	0	0	3	2	0	5
PG	0	0	0	0	0	0	10	7	0	17
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
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	2	6	0	8
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
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	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	0	0	0	0	0
	Female	848	0	0	0	848
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	100	0	0	0	100
	Others	0	0	0	0	0

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

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	40	40	29	27
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	15	19	22	15
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	265	190	182	174
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	76	56	59	79
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		396	305	292	295

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	Being an affiliated college, Birjhora Kanya Mahavidyalaya follows a course structure and the content for pedagogical transaction designed by the parent university,(Gauhati University). Since 2019 the college is following CBCS curriculum which focuses on multidisciplinary subjects having significant benefits and far reaching effects for the students. Students can opt for Generic Elective from other than their course study. In order to give students a wider exposure, college level invited lectures and conferences, seminars, special talks organized by departments give students a deeper understanding of other disciplines. However, the college is still carving out the ways for the fruitful

	implementation of multidisciplinary education which can enable the students to develop as envisaged by NEP 2020.
2. Academic bank of credits (ABC):	The institution's preparedness on implementation of ABC depends upon the guidelines of the affiliating university and Director of Higher Education, Assam. Under the prescribed CBCS curriculum being taught presently, there are credits assigned to papers and it allows students' mobility across higher education system and flexibility to experience diverse learning. The awarded credits are recorded in a system which leads to qualification. The credits are awarded on the basis of number of contact hours spend per week in different classes, along with the internal and external examinations marks.
3. Skill development:	The institution is already conducting skill courses as designed by the affiliating university since 2019. The college offers SEC in the curriculum for undergraduate students of 3rd, 4th and 5th semester students. The college has also started a certificate course on cutting and tailoring which will later be developed into a full-fledged vocational course. Apart from that the institution also has signed MoU with Medhavi Foundation and Skillfinity for providing training to students in skill development.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	The college ensures appropriate integration of Indian Knowledge system by offering MIL and core courses as per CBCS scheme set up by parent University. The literary and Cultural forum of the college organises some activities for promoting the art and culture of the region. Besides these, different workshops are organized from time to time to give students a wide and varied exposure to this.
5. Focus on Outcome based education (OBE):	The learning outcome of different programmes offered by the college is formulated by each department. The final outcome expected of students at the end of a particular programme and the desired skill and knowledge to be inculcated among students are framed out before hand. The outcomes are delineated clearly, and the teaching plans outlined accordingly. This enhances the quality of education being imparted to them. Furthermore, resources are shared through e- learning platform to augment teaching learning in classrooms.
6. Distance education/online education:	The institution has the provision of Open Education

	through its study-center of KKHSOU (Krishnakanta Handique State Open University) and IDOL(Institute of Distance and Open Learning). This gives an opportunity of pursuing higher education to all those students who could not get it through formal institution.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	The Electoral Literacy Club (ELC) has been set up in our institution. In order to facilitation of students in submitting their claims to enroll their names in Electoral roll and ensure democratic value in society. Our institution constituted of an ELC. The ELC Comprises one Nodal officer and one Campus Ambassador from teacher and number of members from students.
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	The Students, Co-ordinator and Coordinating faculty members are appointed by the collage. The ELC are functional and representative in nature.
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	In order to improve voter awareness amongst the Students and communities, the ELC of the college under guidance of district election administration conducted various programmes time to time. To promote of ethical voting and enhancing participation of the under privileged sections of society, the ELC organised street-play on voting rights, programme on 'How to enroll in the National Voter Service Portal' and Special lecture on voting awareness.
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	In order to improve democratic value the institution has taken five (05) days training camp from 01st December, 2022 to 05th December, 2022 to facilitate registration of new voters using the Various Portal, Apps and offline mode. Through this programme and institutional initiatives the maximum number of students able to enroll their names in Electoral Roll and highlights its social relevancy and democratic values. This programme not only creates awareness among the students of our institution but also enhances its value towards the society as well.

5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	The number of students who has attained the age of 18 years or above are successfully enrolled their names in Electoral roll. In this regard our institution with the initiative of ELC and district officials able to facilitation of students in submitting their claims. The institution provides number of institutionalize mechanism to register eligible students as voters such as (a) https://www.nvsp.in/ (link available in our college website) (b) Awareness Campaign (c) Street-play (d) Special Lecture Programme

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
848	776	769	830	812

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 40

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
34	33	35	35	32

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
18.3	3.8	53.9	12.2	7.5

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

Birjhora Kanya Mahavidyalaya follows a pre-determined curriculum set by the affiliating university. However the college follows a range of carefully balanced strategic plans for effective curriculum implementation. The IQAC in association with Academic committee and the HOD's of different department makes strategic plans for effective curriculum delivery. Streamlining of the academic processes with academic calendar, time-table and syllabus distribution, pre-planned teaching plans is done by each department in co-ordination with IQAC and academic committee.

Institutional Initiative for Effective Curriculum Delivery Including Academic Calendar and CIE

- **Academic Calendar**: The Academic calendar is prepared by IQAC in accordance to the academic calendar of the affiliating university. The Academic calendar provides all information regarding the total working days, schedule of academic activities of the college, admission, internal assessment and end semester examination, National holidays, important and commemorative days and summer and winter holidays.

    ○ The faculty members prepare their teaching plan according to the academic calendar.
    ○ Different departments have taken initiative to prepare their own Departmental Academic calendar from the current session in accordance to the Academic Calendar of the institution.
    ○ The examination committee also follows the academic calendar for conducting all internal assessment and evaluation.

- **Class-routine**: The routine committee prepares the annual routine based on which the HOD's of each department assigns workload to individual teacher as per classes and courses for teaching.
- **Teaching Plan**: Each faculty member prepares his/her teaching plan in advance according to the syllabus assigned to them. The IQAC collects Teaching plans of each faculty member at the beginning of the session for monitoring.
- **Teacher's Diary**: Each teacher is provided with Teacher's Diary where they keep the record of the days academic and other activities. The teacher's diary is monitored by the concerned HOD and the principal.
- **Course file**: Each faculty member maintains a course file including all necessary documents such as Vision and Mission, programme outcome and course outcome, syllabus, routine, teaching plan, results etc.
- **Course Completion Certificate**: Each faculty member has to submit a course completion certificate to the respective HOD.
- **Monitoring**: The Academic committee prepares polices and make strategic plans for successful implementation of curriculum and monitors all academic activities of different departments.
- **Prospectus**: The prospectus committee prepares the prospectus before the admission of new batch.

The prospectus mentions the programme, the course, academic calendar, time table, faculty strength and all other facilities available within the college campus.

- **Tutorial**: Tutorial classes are conducted for slow learners. Specific time slot is allotted for taking tutorial classes.
- **Use of ICT**: Teachers also use power point presentations, videos, Google classrooms etc for enhancing the learning outcome of the students.
- **Feedback**: The IQAC makes an effort to collect feedback from the student and other stakeholders, analyses it and takes appropriate measures based on the responses received.
- **Continuous Internal Assessment**: For smooth conduct of CIE the examination committee prepares the schedule of internal and end semester examination according to the guideline set by the affiliating university.

File Description	Document
Upload Additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1 Number of Add on /Certificate/Value added programs offered during the last five years

Response: 2

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.2.2 Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years

Response: 2.48

1.2.2.1 **Number of students enrolled in subject related Certificate/ Add-on/Value added programs year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
100	0	0	0	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[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:

Being an affiliated college, Birjhora Kanya Mahavidyalaya follows the Curriculum designed by Gauhati University and hence the role of the college in this regard is very limited. However, the prescribed curriculum addresses the above mentioned issues at various courses. Efforts are also taken to integrate the various cross cutting issues through the curriculum and supporting activities.

Professional Ethics:

The curriculum of Education, Political science and Philosophy has many courses which addresses issues relating to professional ethics. The curriculum of B.A. Education has incorporated a full course on Value and Peace Education, Great Educational Thinkers, Development of Indian Education and Quality, responsibility and Professional Ethics of teachers which directly addresses the issue. In Philosophy there is a course on Applied Ethics which addresses the issue of professional ethics.

Gender Sensitivity:

The curriculum of Political science has a full course on Human Rights and Political process in India which directly addresses issues of gender justice, gender exclusion and elimination of all form of discrimination against women. In education, a course on Emerging Issues in Education addresses social inequalities. Apart from this there are other courses from History, Economics, Philosophy and literature subjects which also integrate many aspects of Gender Sensitivity. The women development cell of the college also organises extension activities for spreading awareness about Women's rights, Gender justice, Domestic violence, Women health issues etc. Besides these, the college also organises events and competitions like, debate, quiz, speech etc. for developing gender sensitivity among students. Self defence training camps are also organised for giving students training on safety and security.

Human Values: The College is sensible towards human values and the students are taught various issues in respect of this. In Education, there are courses on Human Rights and Education, Philosophical and Social Foundation of Education, Value and Peace Education, Great Educational Thinkers, Emerging Issues in Education which addresses different human and social values. In addition to this, topics such as Education for National Integration and International Understanding, Discipline and Freedom, Democracy and Education, etc is taught in both Honours and Regular courses. In Economics there are courses on consumer behaviour, in English courses on Renaissance Humanism and various such courses from different departments addresses many human values.

Environment and Sustainability:

`Environmental studies are offered as a core subject and each student compulsorily need to submit a project on diverse issues of environment. Besides this, many other courses from different departments such as Education, also have integrated topics on Environmental Education. Apart from this the students are also engaged in various extension activities on environmental issues through NSS, Environment protection cell,

Eco club etc. Initiation are also taken for promoting environmental awareness through tree plantation, campus and neighbourhood cleanliness drive, plastic free drive etc. Green Audit and Energy Audit are also conducted as a part of green initiation. Celebration of important days like World Environment day, Van Mohotsav, field trips etc. are organised to develop awareness regarding necessity of conservation of environment.

File Description	Document
Upload Additional information	[View Document](#)

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

Response: 43.99

1.3.2.1 **Number of students undertaking project work/field work / internships**

Response: 373

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.4 Feedback System

1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website (Yes or No)

Response: Yes

File Description	Document
Upload supporting document	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Enrolment percentage

Response: 87.42

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

2021-22	2020-21	2019-20	2018-19	2017-18
396	305	292	295	303

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
420	350	350	350	350

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

2.1.2 Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (Exclusive of supernumerary seats)

Response: 77.94

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

2021-22	2020-21	2019-20	2018-19	2017-18
214	155	142	145	153

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

2021-22	2020-21	2019-20	2018-19	2017-18
238	200	200	200	200

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.2 Student Teacher Ratio

2.2.1 Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response: 24.94

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 using ICT tools

Response:

In order to make teaching more effective The College has incorporated student centric methods such as experiential learning, participative learning and problem solving methodologies for enhancing learning experience:

Experiential learning

Excursion and field trips: Opportunities for experiential learning is provided to the students through excursions and field trips. Visit to historical places and nature tour etc. helps the students to enhance their knowledge and experience.

Extension Activities: The College also provides opportunities to expand student's awareness on various social issues through different extension activities undertaken by the NSS Cell of the college. Apart from that different departments also take initiative to engage students in field visit to do surveys on issues relating to Society and Community.

Laboratory Experiments: Experiment conducted in Psychological laboratory of education department helps the students to acquire variety of knowledge and experiences, develop reasoning ability and understand human psychology by conducting tests and experiments.

Participative learning:

Seminar and Workshop: The different departments of the college organises various seminar and

workshops for the students to provide them opportunity to present paper and participate actively. Students are encouraged to use ICT while doing seminar presentation.

Assignments and Project: Students are given assignments to test their writing skill and to develop their creative thinking activity. The department of Education, Assamese, History and Philosophy has compulsory Project work for the students. This helps in developing a research sentiment and research culture.

Wall Magazine and College Magazine: Writing for departmental wall magazines and college magazine help students to develop their thinking skill, writing skill and creativity.

Debate, Quiz and Speech: Debate, Quiz and Speech competitions organised by different departments helps students to acquire skills of researching, organising and presenting information in a compelling fashion. Speech competition and practice session on public Speaking skills eliminate the phobias of speaking in large gathering there by boosting their self confidence.

Problem solving ability:

Project work: Teacher led students project and curriculum based project encourage students to articulate problems and seek for its solution. This helps them to gain knowledge of research methodology and the ability to negotiate problem on their own.

Group Discussion: Different departments organise group discussion to promote communication ability, generate ideas, interpersonal skills.

Use of ICT in teaching learning: Teachers of the institution try to make the best use of technology available in the college in their teaching process. Power point presentations are made by all teachers and used for making teaching more students centric. The institute has well adopted the social media apps like whatsapp and YouTube for sharing useful links and resources to students for effective exchange of information. Many teachers also use Google classroom, Google meet, Zoom etc for online delivery of lessons. During the Covid-19 pandemic, the teachers of the institution switched over to virtual mode with limited technological facilities. Apart from the regular classes the students were assigned assignments& projects through online mode. QR Codes are developed by the departments for easy accessibility of question bank.

File Description	Document
Upload Additional information	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years

Response: 96.57

2.4.1.1 **Number of Sanctioned posts / required positions for teaching staff/ full time teachers year**

wise during the last five years:

2021-22	2020-21	2019-20	2018-19	2017-18
35	35	35	35	35

File Description	Document
Upload supporting document	[View Document](#)

2.4.2 Percentage of full time teachers with NET/SET/SLET/ 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: 54.44

2.4.2.1 **Number of full time teachers with NET/SET/SLET/Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
18	18	19	19	18

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

Internal assessment is an important part of student's assessment and evaluation process while conducting internal assessment the college adheres to the norms laid down by the affiliation university.

Method of Assessment: The tentative date for the Sessional examination is mentioned in the academic calendar and students are informed about it at the beginning of the academic session. Different parameter such as sessional exam, class test, assignment, class attendance, prirject field visit, group discussion, seminar and speech are taken for internal evaluation of each student. The examination committee of the college prepare the schedule for the internal examination. The date and time schedule of the examination is displayed in the college notice board and also uploaded in whatsapp group of each department for easy

availability of the students. The examination committee directs each department to set up question papers and submit to the committee within the stipulated time. The question paper is to be set only with the portion which has been covered in the class and students are well informed in advance about this.

Transparency in Assessment: The College conducts the examinations according to the rules and regulations set by the affiliating university. All the examination halls are under CCTV Surveillance and the AOC and invigilator closely monitor the process and ensure that no students adopt any unfair means in the examination halls. After the test answer sheets are distributed to the departments for evaluation. Once the evaluation is done and marks allotted, the papers are shown to the students for checking and identifying their mistake.

Mechanism for making vigorous & robust Assessment: In order to make the assessment process more vigorous and robust the college follows certain procedures/rules and regulation. The student's attendance percentage is calculated prior to the sessional examination and students with low percentage are informed in advance for rectification. There is a provision of retest in case any student remain absent on genuine ground.

Grievance Redressal:

The grievances raised by the students are taken seriously and redressed as early as possible within the stipulated period..

Grievance related to Internal Examination:

As the answer sheets are shown to the students the grievance regarding internal examinations are very few. In case of any grievance relating to evaluation students can report to the respective HODs and to the Grievance Redressal Cell. However the minor issues are sorted by the HOD's in the department itself. The college also has a complaint box where students can drop their complaints in writing regarding any issues.

Grievance related to External Examination:

For grievances regarding marks of a paper/ course, the college collects complaint from student in prescribed form and forwards to university. The main complaints of students are under marking, wrong marking, mismatch of name and Roll nos, mismatch in subject opted etc. as per the norms of Gauhati University if a student is not satisfied with the marks of end semester examination they can apply for re-scrutiny, photocopy and re-evaluation of their answer scripts by depositing prescribed fees.

File Description	Document
Upload Additional information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1 Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website and attainment of POs and COs are evaluated

Response:

The programme outcomes and Course outcomes constitute an integral part of the curriculum. Being an affiliated college under Gauhati University the college adheres to the framework of the university while progressing with the curriculum of the undergraduate courses.

The college has stated Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) for all academic programmes. POs and the COs are planned to ensure complete and comprehensive learning about the programme and courses the students undertake. POs will help the students to develop critical thinking, effective communication skill, desired social qualities and environmental consciousness whereas the COs is designed according to the specific courses that fulfil each PO and by following the Bloom's Taxonomy.

Following measures are taken to communicate POs and COs to the students and the stakeholders.

- Displayed in the website
- Briefed in the prospectus of the college
- Explained in the Induction Programme
- Explained by each HOD in the first class at the beginning of the session.

Attainment of Programme outcomes and Course Outcomes are evaluated by the institution.

Response: The college ensures the expected POs and COs of the programme are attained to the maximum. Both direct and indirect methods are adopted for evaluating the attainment of POs & COs. The POs and the COs are briefed to the students in the beginning of the new academic session. The scope of each programme and each course is clearly defined through the induction programme and the attainment of POs & COs is measured within that scope.

Methods of measuring attainment

- Class test, Projects, Assignments, Field Visits are used to measure the students academic ability and potentialities.
- The Sessional examinations to assess and evaluate students on the basis of their performance and analysed of assessing the attainment level of programme outcomes and programme specific outcomes.
- The end semester examinations results are analysed by each department and records are maintained for future references.
- Seminars and workshops are organised for the students at departmental level to enhance their knowledge and information.
- Different mechanisms and strategies such as remedial classes, tutorial classes, and mentor-mentee system are used by the teachers to archive the POs & COs.
- The institution collects feedback from Students, Teachers, Alumni, Employers, and Parents which is an important method of measuring attainment level of Students in terms of programme, course and syllabus outcomes and to understand the impact of teaching learning process.
- Details of students' progression to higher studies in the institution of national repute are collected and are used as a measure to assess the attainment of learning levels.Their expertise is utilised to give proper orientation to the present students.
- The record of performance of students in various literary, cultural, fine arts and debate and

symposium etc are also maintained and are taken as an indicator of attainment of learning outcome.

File Description	Document
Upload Additional information	[View Document](#)

2.6.2 Pass percentage of Students during last five years

Response: 28.4

2.6.2.1 **Number of final year students who passed the university examination year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
138	203	192	147	134

2.6.2.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
224	2018	233	236	155

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.43

File Description	Document
Upload database of all students on roll	[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, Chairs in the institution during the last five years (INR in Lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

Birjhora Kanya Mahavidyalaya has created an ecosystem in the institution to promote innovation, transfer of knowledge and entrepreneurship. The college has set up various cells and committees for initiation for creation and transfer of knowledge.

Research and Development Cell: The College has established Research and Development cell with an aim to inculcate research culture and attitude among students and teachers. The cell monitors the research activities and also motivates the teachers and students to participate in research related activities.

Entrepreneurship Development cell: The college makes constant effort to encourage its students not only to absorb current knowledge but also to strive for development of a spirit of innovation through creation and transfer of new knowledge. Keeping in tune with its vision and mission the college gives much importance to the economic self sufficiency of the students. The entrepreneurship development cell, therefore, have taken an initiative to set up a cutting and tailoring centre and have introduced a 3 months certificate course on cutting and tailoring for its students and alumnae. Already two batches of students have completed their course and have become economically self dependent by pursuing it as a profession.

Yoga and Meditation: No education can succeed without a healthy body and a sound mind. Birjhora Kanya Mahavidyalaya takes utmost care to cater to the needs of the students in this regard. Hence the college has introduced yoga and meditation course for its students so that they can develop themselves as

physically and mentally healthy individuals.

Guidance and Counselling cell: The Guidance and Counselling Cell organises various training programme/ activities, lectures on soft skill and personality, career opportunities and entrepreneurship development, coaching for competitive examinations etc.

Alumnae Initiation: For creation and transfer of knowledge the college has a provision of inviting its alumnae as guest speaker in different occasions. Many of its alumnae are well established in different government and private sectors and are expert in their respective field. Many of them have also developed themselves as young entrepreneurs and are economically well established. These alumnae have been taking voluntary initiation to share their knowledge with the students of the institution. The college thus, organises lectures, workshops and training programmes and interact with the present students from time to time in order to motivate and inspire them to charter a career in the field of their choice. It is a great privilege of the college that many of it's alumnae today are engaged in the college as faculty members and are rendering their service for the betterment of the institution.

Community Services: Another initiative of the college for sharing and transfer of knowledge is engaging its students in different community services. The NSS cell of the college along with other cells and departments have been continuously working for the women and the underprivileged section of the society. This paves the way for the students to share and transfer their knowledge with the society as well as gain knowledge and experience from the society.

File Description	Document
Upload Additional information	[View Document](#)

3.2.2 *Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years*

Response: 2

3.2.2.1 **Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
02	00	00	0	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.3 Research Publications and Awards

3.3.1 *Number of research papers published per teacher in the Journals notified on UGC care list during the last five years*

Response: 0.1

3.3.1.1 **Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
2	0	0	2	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.3.2 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: 0.95

3.3.2.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
32	04	02	0	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.4 Extension Activities

3.4.1 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 organises extension activities in the neighbouring communities that sensitizes students towards community issues gender disparities, social inequalities, health hygiene etc. Extension activities are carried out by NSS Cell along with the different department of the college. These activities of the college help in sensitising Students on different social issues besides inculcating values and commitment towards society. It also helps to hone their leadership, organisational and communicational skills.

Extension activities carried out by the college.

Activities and programme by NSS

- Participation in **Namami Brahmaputra.**
- Volunteer service in **All Assam Masters Athletic Competition.**
- Participation in **Bharat Yatra.**
- **Free Health Checkup camp** organised at the adopted village Chitkagaon, and Saonagaon
- **Blood Donation Camp.**
- Volunteer Service at **All Assam Masters' Athletic Competition.**
- **Special Camp** at neighbouring villages.
- **World Environment Day**
- Participation in different programmes of **Independence Day** and **Republic Day** organised by District Administration.
- Participation in **Grantha Utsav** organised by District Administration.
- **Cleanliness programme** such as door to door cleanliness drive.
- **Special Yuga programme** on International World Yoga Day.
- **World Aids Day Celebration.**
- **Tree plantation.**
- **Spreading Awareness** during Covid 19 Pandemic.
- **Distribution of food & mask** to the villagers.
- **Distribution of sanitary pads** to the village women
- Celebration of **World Environment Day.**
- Celebration of **National Girl Child Day.**
- Observation of **International Women's Day.**

Initiation by Departments:

Dissemination of knowledge among various sections of the society is one of the primary extension concerns of the college. As part of this the faculty members and students engages themselves in various activities such as sensitizing the Horizon women about health, awareness on voting rights through street play, awareness on Swachata and right to Education among the tea tribes of the neighbouring tea garden, Developing Communication Skill and Spoken English skill among the school students etc.

Activities carried out by the Women Development Cell and Eco Club:

Women development cell of the college sensitizes the neighbouring village women towards health and hygiene, information and knowledge regarding girl's education, spreading awareness on need of economic self sufficiency among women and self defence training camps for girls.

The Eco club of the college has been working for the protection and preservation of nature and environment. The environment day is celebrated in the college by tree plantation, cleanliness drive in and

around the institution and spreading awareness about the need of protecting environment.

The exposure of students to these programmes not only helps in developing social values and responsibilities among students, it also increases the level of confidence and also teaches them to work in cooperation with others. Many of our students including alumnae are working for the upliftment of the society in various ways.

File Description	Document
Upload Additional information	[View Document](#)

3.4.2 Awards and recognitions received for extension activities from government / government recognised bodies

Response:

Birjhora Kanya Mahavidyalaya has always been providing extension services to the neighbouring community. The college also provides various services in the adopted villages, such as distribution of household items, blankets, dustbin etc. Apart from this the college also have organised special camps for self defence training for women, awareness on health and hygiene, distribution of sanitary pads etc. The activities of the college have been recognized by the respective authorities.

Being a women educational institution Birjhora Kanya Mahavidyalaya aims at empowering the young women not only by developing their scholastic abilities but also by developing their creative abilities in different co-scholastic activities. For this, the college encourages the students to participate in different games and sports and cultural activities so that they can gain confidence and establish themselves with this abilities. The NSS cell along with different departments of the college takes initiative to engage students in different such activities and also to participate actively in the extension activities carried out by the college. Since its inception our students have been taking active participation in various community services and have earned a place for themselves.

The students not only participate in the programmes organised by the college but also extend their participation in different other programmes that has been organised by the Government and other organisations. Every year our students participate in the Independence Day and Republic day parade and cultural programmes organised by the District administration and have been able to get awards many a time. The NSS volunteers participated in patriotic song competition organised by the District administration on the eve of Independence Day and have **won Gold Medal**. Our students Miss Pallabi Barman, Miss Rashmi Ray and Barnali Ghosh have brought laurels to the college by winning **1st, 2nd and 3rd prize** respectively in the **Speech Competition** organised by Bongaigaon refinery on the occasion of vigilance awareness week.

One of our student Miss Anju Ray is a **State Level Hockey Player** and have brought glory to the college by being selected for the **Assam Olympic Team.**

During Covid 19 pandemic our NSS volunteers extended their services to the society in various ways. One of our NSS volunteer Miss Chitralekha Ray got appointed as "**Protirodhi Bandhu**" by district

administration for providing service in quarantine centre. Her service was recognised with a certificate by the district administration. It is also a pride for us that our students have been able to make the institution shine at the national level. Miss Kajalmoni Sarma, a student of B.A 3rd semester have **won Gold Medal** in the Folk dance competition and Miss Chandrabati Ray of B.A 3rd semester have **won Silver Medal** in the Modern dance competition held at National Integration Camp, N.S.S, organised by Kurukhestra University.

File Description	Document
Upload Additional information	[View Document](#)

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

Response: 29

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

2021-22	2020-21	2019-20	2018-19	2017-18
12	3	10	2	2

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.5 Collaboration

3.5.1 Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 7

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 Availability of adequate infrastructure and physical facilities viz., classrooms, laboratories, ICT facilities, cultural activities, gymnasium, yoga centre etc. in the institution

Response:

Good infrastructure along with a barrier free and eco friendly environment is an important necessity for enhancing the quality of teaching- learning process of an educational institution. Keeping this in mind Birjhora Kanya Mahavidyalaya has provided its students with the best possible learning facilities for their academic development. The college has adequate infrastructural facilities like adequate classrooms, laboratories, library, computer and common rooms.

The college expands its infrastructure systematically and continuously over the years as per the requirement of academic and administrative activities. The college has a campus area of 3037.80 sq mtr and built up area of 1366.42 sq mtr.

Classrooms: The College has three multi-storied buildings comprising of sixteen classrooms including two ICT enabled class rooms. All classrooms are well equipped with adequate number of desk benches and white boards/ Green boards. The classrooms are of different sizes and are adequate to accommodate the sanction strength.

Laboratory: There is one well equipped psychological laboratory in the department of education for conducting psychological test and experiments.

ICT Facilities: The College has one ICT enabled classrooms. However the installations of four smart classrooms funded by IOCL are in process. The campus is WI-FI enabled and students and faculty members can avail the facilities. The library of the college is automated with KOHA software (version: 20.0507.000). The office is using the software OZOERP for admission process and for examination and evaluation the college is using the software provided by the affiliating university.

Sports and Cultural facilities: In addition to the academic upliftment of the students, the college also tries to provide all necessary facilities to the students for developing their sports and cultural capabilities. The college shares a common playground with the parent institution Birjhora HS School for all outdoor games. As the present college campus has a shortage of space the college has signed a MoU with the authority of Public library and uses the public auditorium for all its cultural programmes. Apart from this the college provides all required sports materials to the students and encourages them to use these facilities for development of healthy body and mind.

Yoga Centre: Yoga is an excellent means of developing physically and   mentally healthy individuals. Our college provides the facility to the students as well as the alumnae to practice yoga for better health. A separate yoga room is provided for the purpose.

Library: The library of the college is well furnished and has a very good sitting arrangement. The library has more than 5000 books, some periodicals, journalsand Newspapers and e-resources such as N-List and Inflibnet. All the staff and students have access to these vast resources.Apart from this each department has

a departmental library for the use of the students from respective departments.

CCTV: CCTV is installed both inside and outside the classrooms which helps the administration in monitoring the activities within the college campus. All together there are 32 CCTV cameras installed in the college. It also ensures safety and security of the students and staff.

Additional Facilities: The College also has a sick room for students, ramp for divynjgan, A Generator, a canteen which serves healthy food in economic rate, drinking water facilities and a spacious girl's common room.

File Description	Document
Upload Additional information	View Document

4.1.2 Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)

Response: 76.36

4.1.2.1 **Expenditure for infrastructure augmentation, excluding salary during the last five years (INR in lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
10.59	1.21	49.99	7.72	3.57

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS), subscription to e-resources, amount spent on purchase of books, journals and per day usage of library

Response:

As part of the learning resources Birjhora Kanya Mahavidyalaya has established the library along with the establishment of the college. However, as the number of students increased day by day, the need to shift the library to a more spacious place was felt by the authority. Hence, proposal for constructing a new library building was forwarded to CSR, IOCL and they readily agreed to provide the funding for the same. Thus, the New Library of the college was inaugurated on 20th August 2021. The library with open access

system and spacious reading area provides an atmosphere conducive to the excitement of mental discovery.

- The College Library is a spacious and well-ventilated with a collection of 5,336 Books.
- The College Library is fully Wi-Fi enabled and has a seating capacity of 40 users.
- The library is automated with the Integrated Library Management System (ILMS) KOHA ILMS software, version 20.0507.
- The Online Public Access Catalogue (OPAC) module of the Koha software allows library book searching by entering preferred terms and is mainly used for information retrieval.
- Book reservation facility, status of a book etc. can be found by using OPAC.
- The institution has membership of N-LIST for e-books and e-journals. It provides access to 6,000+ e-Journals and more than 1, 99,500+ e-Books.
- All the books have been classified with the Dewey Decimal Classification System.
- Circulation of books is done by using Koha software database.
- The Library has 3 (three) computers for the use of students.

The Library has subscription for the following e-sources.

1. E-journal

2. E-Shodhsindhu

3. Shodhganga Membership

4. E-Book

5. Database

6. Remote access to E-resource.

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

Year	2017-18	2018-19	2019-20	2020-21	2021-22
INR in Lakhs	1.09508	0.11893	0.06	0.06139	6.10616

The librarian of the college organises an induction programme for students at the beginning of the academic session to motivate and encourage the students to use library resources regularly. The librarian also demonstrates how to use the e-resources such as N-list, Shodhganga, E-book etc and also enlighten them about benefit of these E-resources.

File Description	Document
Upload Additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Response:

Though the college has limitation of funds it has always emphasised providing required IT facilities to the students and staff.

- The college has two ICT enabled classrooms.
- The college has 13computers with Printer and scanner for the use of office, library and IQAC.
- The Wi-Fi was changed from Broadband to Railware with FUP 100 mbps- 5 Mbps 3000 GB x10.
- The library is made fully Wi-Fi enabled for the use of staff and students.
- The college is fully under CCTV surveillance which ensures safety and security of the students and employees of the college.
- The college has an active website which is managed by a professional agency.
- In addition, biometric attendance system for employees and CCTV surveillance system has been augmented.

File Description	Document
Upload Additional information	[View Document](#)

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

Response: 212

4.3.2.1 **Number of computers available for students usage during the latest completed academic year:**

Response: 04

File Description	Document
Upload supporting document	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 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: 23.62

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)

2021-22	2020-21	2019-20	2018-19	2017-18
7.7	2.6	3.9	4.5	3.9

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Percentage of students benefited by scholarships and freeships provided by the Government and Non-Government agencies during last five years

Response: 99.95

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government and Non-Government agencies year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
846	776	769	830	812

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.2 *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: A. All of the above

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 9.14

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

2021-22	2020-21	2019-20	2018-19	2017-18
130	0	69	170	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.4 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: D. Any 1 of the above

File Description	Document
Upload supporting document	[View Document](#)

5.2 Student Progression

5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 29.85

5.2.1.1 **Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
77	59	43	38	26

5.2.1.2 **Number of outgoing students year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
138	203	192	147	134

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.2.2 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: 100

5.2.2.1 *Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/State government examinations) year wise during last five years*

2021-22	2020-21	2019-20	2018-19	2017-18
09	06	05	00	02

5.2.2.2 **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**

2021-22	2020-21	2019-20	2018-19	2017-18
09	06	05	00	02

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.3 Student Participation and Activities

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

Response: 23

5.3.1.1 *Number of awards/medals for outstanding performance in sports/cultural activities at*

national/international level (award for a team event should be counted as one) year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
13	0	5	3	2

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 8

5.3.2.1 **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
8	1	8	9	14

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the 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:

1. The Alumnae Association of the college was formed in 25 June 2017 and the first meeting was held on 06th August 2017. The Alumnae Association of the college is registered under the society's registration Act 1860. The registration number of the association is RS/BONG/252/H/12 of 2022-23.
2. The Alumnae Association of the college is very active and takes keen interest on development of the college.

3. Alumnae who are presently employed in the college form the core committee of the Alumnae association and acts as co-ordinators between the college and the association.

4. The Alumnae association has contributed towards the infrastructural development of the college by donating both in cash and kind.

5. The Alumnae of the department of Education has helped with financial contribution to publish a Journal. Apart from the financial contribution many Alumnae have also contributed Research papers/Article towards the Journal.

6. The Alumnae association have also published a Souvenir, "Smaranika" during the Silver Jubilee celebration.

7. Many Alumnae voluntarily render their services to the college for giving lectures, conducting workshops and to organise events.

8. Alumnae association had also organised on awareness programme on disaster management among the students through mock drill. The programme was organised by the Alumnae Association of the college in collaboration with Disaster Management Authority of Bongaigaon.

9. The Alumnae association is independent of college and has its own fundand separate accounts are maintained.

10. The Alumnae also organised a drama on popular Assamese mythological story "Tejimola" during silver jubilee celebration.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance

Response:

Piloted by its vision and mission Birjhora Kanya Mahavidyalaya's committed towards developing it into a centre of excellence in higher education for women. The college initially was managed by a Governing Body comprising of Principal, Renowned Educationists of the region, guardian's representative, university nominees and representative of teaching and non-teaching/administrative staff. All academic programmes and activities were carried out under the supervision of governing body for overall development. In January 2013 the college was provincialsed under the Assam Venture Educational Institution (Provincialisation of Services) Act 2011.

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

The practice of decentralization and participatory management is affected in all the activities of the college including academic and administrative and co-curricular activities. All the stakeholders of the college including Governing body, The Principal, Faculty members Office staff, Students, Parents and Alumni work together in a democratic way for different strategies and plans.

The college has a mechanism of providing authority and operational autonomy to different cells and committees that are formed for planning and implementing different plans and policies academic, administrative and co-curricular. The IQAC ensures effective planning and implementation of all these activities through proper review and monitoring.

The IQAC functions as a co-ordinating body and monitoring cell and evaluates and upgrades the quality of the academic and administrative performance and institutionalises best practices.

The Organogram of the college clearly reflects the decentralized and organisational structure of the institution. The Governing body is at the apex of administrative setup followed by Principal, IQAC, Departments administrative staff, Student council and Committee. The principal as the head of academic and administrative setup provides leadership and guidance in planning organization and execution of all programmes with the active support and participation of all. The Governing body of the college meets from time to time to discuss different issues relating to finance, infrastructures, appointments of teaching and non-teaching and any other matters related to overall development of this college.

The HODs are given the responsibilities of looking after the departmental plans and programmes and ensure smooth functioning of the departments. Regular meetings are conducted to discuss different academic and co-curricular activities of the department.

The IOAC functions as the co-ordinating body to monitors the activities of different departments and cells and communities so that it is aligned with the college priorities.

The students council (BKMSU) works in co-ordination with Principal and different committees/cell. The member of the student council is also member of different committees.

The college provides opportunities to the students to develop awareness on social and national issues through seminar, workshop, projects, field studies and other extension activities.

The different committees like Academic committee, Alumnae committee, Anti-ragging committee etc. are given autonomy to prepare plans and strategies for effective fractioning of college.

File Description	Document
Upload Additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc

Response:

The Organogram of the college depicts the institutional bodies that are responsible for creating and implementing the policies in an effective manner.

The Governing Body is at the apex of the Administration and management system of the institution and it is formed according to the guidelines of the Assam Government. The Principal acts as the Secretary and heads the college. The Governing Body, as the highest decision making body guides the college towards fulfilling its goals and objectives.

The Principal covers meeting with Governing Body, Teachers, Staff and Parents for discussing different matters pertaining to the college.

Different cells and committees are formed with representatives from teaching staff, non- teaching staff and with at least one student member to support different areas of the institutional function according to their mandate. These committees function under the overall guidance of the Principal.

The IQAC acts as a Coordinating Body and Monitoring Cell and looks after the sustenance and enhancement of the academic inputs and outputs. It also monitors teachers' performance with regard to regularity, punctuality, sincerity, accountability and teaching commitment.

For all administrative functions, the college follows the Administrative and Financial rules of the Govt. of Assam.

Issues of grievances and complaints are addressed by grievance redressal cell. Complaint boxes are kept at the outside of the girls' common room and near the entrance of the buildings. The university examination related grievances are forwarded to the affiliating university through Principal. However internal

examinations related grievances are dealt by the HODs.

Appointment, Service Rules, Promotion Policies, Performance:

The institution strictly follows the service rules of government of Assam. For Recruitment and appointment of the teaching and non- teaching staff the institution strictly adheres to the rules and regulations of U.G.C., Gauhati University and Government of Assam. Some service related matters which cannot be addressed by the internal mechanism is forwarded to DHE.

The teaching and non teaching staffs are entitled the benefit of GPF, NPS, Casual Leaves, Earned Leaves, and Maternity leaves and Paternity leaves.

As far as promotion is concerned, Performance Based Appraisal System Performa is followed based on API Score. IQAC plays a very important task of screening and scrutinising the documents and forwarding it to the DHE.

Deployment of strategic perspective plan:

For effective deployment of the institutional strategic plan the college has constituted various cells and committees including IQAC. The Principal along with the Advisory Committee, Academic Committee and IQAC frames out plans and policies to be implemented for better academic ambiance. Apart from this all other cells and committees have the freedom to plan and make policies for implementation of all action throughout their terms. The Construction Committee plays an important role by making plans and budgets for suggested new developmental work and constructions and monitoring all construction related activities.

The completion of new Library building, the Administrative Block and the new classrooms by using the grants received from untied fund and Fund from CSR, IOCL Bongaigaon, is the example of deployment of strategic developmental plan.

File Description	Document
Upload Additional information	[View Document](#)

6.2.2 Implementation of e-governance in areas of operation

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

Response: B. Any 3 of the above

File Description	Document
Upload supporting document	[View Document](#)

6.3 Faculty Empowerment Strategies

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

Response:

The existing government welfare schemes in accordance to U.G.C guidelines are available both teaching and non-teaching staff, following are the different welfare schemes available for teaching & non-teaching staff.

i**. Group Insurance**: The benefit of Group insurance policy of Government of Assam for its employers is available to all employees of the college.

ii. **GPP NPS:**As per Government rules NPS facility is available to all those teaching and non-teaching staff in the sanctioned post.

iii**. Gratuity:** As per State Government rules all teachers and employees in the sanctioned post enjoys gratuity offer the superannuation of service.

iv. **Medical allowance:** A monthly medical allowance as per Govt. rules can be drawn by all teachers and employees of the college.

v**. House rent:** All employees in the sanctioned postare eligible to draw a monthlyhouse rent on the basis of their basic pay.

vi**. Leave Benefits:** Every employee of the college is entitled to a number of leave such as Casual leave, Academic leave, Duty leave, Maternity and Paternity leave, Earn leave etc. A special leave is also admissible to all employees on special occasion such as death of Parents, or marriageof self/son daughter, medical ground etc.

vii. **Contributory financial help:** The union of teaching and non-teaching staff of Birjhora Kanya Mahavidyalayahas a provision of offering financial assistance to any employee for treatment of seriousailment or for any serious medical emergency. The fund is generated with the onetime contribution of each employee. This is purely situational and the fund is raised instantly and according to the seriousness of the situation.

The performance Appraisal Systems for both teaching and non-teaching staff is done on the basis of the records available. The IQAC collects all the information from each teacher about their academic achievements such as publications, seminars and conferences attended, papers presented participation in Orientation Programme (OP), Refresher Course (RC), Faculty Development Programme (FDP) and Short Term Course (STC). The Principal assesses the teaching and non-teaching staff on different parameters such as health, aptitude, attitude, initiative efficiency, punctuality, integrity, intelligence etc. Teacher's performance is also measured on the basis of their involvement in different co-curricular activities. These records are assessed at the time of promotion under CAS as per UGC guidelines. The recorded data is then

sent to the President of Governing body for review. The head of the Institution need to record the personal data and forward the same to DHE. Students' feedback is also taken to assess the performance of the teaching staff. The complaints or grievances against any teaching and non-teaching staff are taken seriously for overall assessment. Performance appraisal is mandatory for both teaching & non-teaching staff.

File Description	Document
Upload Additional information	[View Document](#)

6.3.2 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**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	[View Document](#)

6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

Response: 22.22

6.3.3.1 **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
09	15	09	06	01

6.3.3.2 **Number of non-teaching staff year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
11	0	0	0	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

Grants received from DHE: The college receives grants from Director of Higher Education (DHE), Assam under different headings. In the last five years the college has received grants for Students Excursion, Infrastructure Development Grant, Girls Common Room, and Sanitisation of college during Covid pandemic. All these grants are utilized as per State Govt. procedure and utilisation certificates are sent to the authority. The college follows a specific procedure to apply for grants/funds.

Grants received from IOCL, Bongaigaon: Apart from this the college also receives grants from IOCL, Bongaigaon under Corporate Social responsibility (CSR) for development of infrastructure. The New library building was constructed with the fund received from IOCL, Bongaigaon. The Governing body of the college, through Principal and Purchasing and Construction committee ensures properutilisation of such grants/funds.

Grants from Other sources: The institution also has received grants from **MLA Untiedfunds**for infrastructure augmentation.Financial resources are also generated through **Krishna Kanta Handiqui State Open University** study centre.

Besides these the college also generates funds from certificate courses fees and alumnae contribution. The procedure of resource mobilisation is very transparent and utilisation of fund is done according to the Govt. guidelines and as per the norm laid down by the funding agencies.

The Assam Cooperative Apex bank and the State Bank of India are the main banks of the college. The accounts are opened under different head and funds are immediately/automatically transferred to the bank account. Each account is audited and utilisation certificate is submitted after the completion of the work. The Governing Body of the college approves all the expenditures and utilisation certificate.

The college also has a provision of generatingfund from venue charges, centre fees, received from different organisations for holding various examinations and organising meetings, training etc. Apart from that the college also generates fund by giving the canteen and a Xerox centre on rent.

Internal and External audit: The college conducts regular Internal and external audits. There is a two tier financial audit system in the college which involves (a) audit by a local Chartered accountant, (b) External Government audit.

The internal audit is a continuous process which is carried out by CA. All bills, vouchers and stock registers are checked and verified by the auditors. The final audit report received from CA is placed before GB by the principal.

The Government audit is carried out by the Directorate of Audit (Local Fund) Govt. of Assam. The audit is done according to their schedule, assessment of Income- Expenditure and Receipt- Payment is checked following the government rule.

File Description	Document
Upload Additional information	[View Document](#)

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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

The IQAC of the college plays a very significant role in ensuring the quality of administrative and academic functioning. It also reviews the teaching learning process, structures and methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Meeting with HODs and Cell Coordinators

The IQAC conducts regular meetings with the Principal, HODs and coordinators of different cells and committees and put forward different suggestions for quality improvement. Different cell coordinators are encouraged to do more extension activities by involving the students.

Workshops, Webinars and Faculty Development Programme (FDP): The IQAC of the college organises workshops /webinars/ FDPs for teachers and also motivates them to join these programmes for updating their teaching methodologies and skills with changing time. During the Covid 19 pandemic, the IQAC organised **various webinars** and **a week-long Faculty Development Programme** for teachers.

Mentoring : For providing guidance and support to the students, the college follows a carefully planned mentoring system. Each teacher is appointed as a mentor and he/she discusses all academic, and non-academic issues of the students and tries to solve their problems..

Literary and Cultural Forum: For inculcating the creative qualities of the students a Literary and

Cultural forum was formed. The main aim of establishing the forum was to guide and support the students in developing different cultural and literary abilities.

Teacher's Diary: In order to make teaching- learning process more systematic the IQAC has prepared a teacher's diary containing the date, class, content and activities of the day and each faculty member has to maintain it and record daily activities in it. The Teacher's Diary is submitted to the IQAC periodically for monitoring and recording.

Course File: IQAC has also initiated a process of maintaining a course file by each faculty member containing the mission and vision of the departments, programme outcome and course outcome, routine, syllabus, teaching plan, lecture notes results etc.

Learning Assessment Test: In order to know the advance and slow learner of the class different departments conduct a learning assessment test for the first semester students of the college. Each department has the freedom to conduct the test according to their suitability.

BKM Super 10: The IQAC has also taken the initiation to identify the advance learners by a carefully designed systematic test for forming BKM Super 10 group. The top 10 students are selected through a written objective test of General Knowledge, English and current affairs and a Viva- Voce. The main objective of forming this group is to provide them with extra support and Guidance for their career prospects.

Besides these, IQAC has taken following initiative for institutionalisation of quality culture:

- Preparation of perspective Plan
- Preparation of Programme Outcome
- Preparation of Academic Calendar
- Conducting Academic Audit, Energy Audit and Green and Environment Audit
- Participation in NIRF
- Collection and analysis of feedback from stakeholders
- Publication of college News Letter "**Glimpse"**
- Green Campus Initiative

File Description	Document
Upload Additional information	[View Document](#)

6.5.2 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)/ membership of international networks**
3. **Participation in NIRF**
4. **any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc**

Response: D. Any 1 of the above

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[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 and Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals during the last five years

Response:

Birjhora Kanya Mahavidyalaya is established exclusively for girls with a vision of providing comprehensive and balanced educations to the young women of the region. The main **mission of the college is enrichment of society through harmonious development of women.** Since its inception the institution has been working for the upliftment of intellectual quality and self-confidence of women though holistic education. The college is **providing education only for the girls** hence no question of gender audit arises.

The **pedagogy of gender institution is not limited within wall** of the class room. The students are given opportunities to develop their ability of critical thinking, logical analysis and their creative abilities in a vibrant and congenial atmosphere.

The **Women development cell** of the College organises various programmes for creating awareness among the students about the inequalities comforting all genders. Apart from that the initiatives are also taken by different department to sensitize the women of the neighbouring underprivileged community towards the issues of health & hygiene, right to education, women empowerment etc.

The women development cell have also organised programmes on encouraging the students to develop their creative abilities and guide them to be self-sufficient and self-reliant.

Different departments have been organising various **awareness campaign on girls education, mental health and hygiene of women** of the under privileged sections, **Rights of Women** and many other issues related to gender equality.

The college has also taken initiation to **invite some renowned educationist** to give lecture on different issues of women from time to time. An inter district prize money debate competition was also organised on the topic.

Apart from this the college also has an Anti-sexual harassment cell, Grievance redressal cell and Anti ragging cell for receiving complains and taking necessary action whenever needed.

Celebration of nationally and internationally important days is always given priority in the college. Every year the college celebrates various important day and events according to the significance of each day.

Some of the important days and events celebrated in the college are as following:

1. Republic Day
2. Independence Day
3. Gandhi Jayanti

4. International Human Rights Day
5. Philosophy Day
6. International Women Rights Day
7. National Girl Child Day
8. National Vigilance Week
9. Swachhta ka Amrit Mahatsav
10. Van Mahatsov
11. Environment Day
12. World AIDs Day
13. Constitutional Day
14. National Voters Day
15. International Yoga Day
16. College Foundation Day

File Description	Document
Upload Additional information	[View Document](#)

7.1.2 The Institution has facilities and initiatives for

1. **Alternate sources of energy and energy conservation measures**
2. **Management of the various types of degradable and nondegradable waste**
3. **Water conservation**
4. **Green campus initiatives**
5. **Disabled-friendly, barrier free environment**

Response: A. 4 or All of the above

File Description	Document
Upload supporting document	[View Document](#)

7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. **Green audit / Environment audit**
2. **Energy audit**
3. **Clean and green campus initiatives**
4. **Beyond the campus environmental promotion activities**

Response: A. All of the above

File Description	Document
Upload supporting document	[View Document](#)

7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic diversity and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

The college has implemented several measures to provide an inclusive environment. As the college is situated in an area which has mix populations comprising of many ethnic communities like, Rajbongshis, Bodos Tea tribes, Rabha, Garo etc. it has always been promoting values of tolerance, harmony and inclusiveness to students. Students coming from different communities with caste, religion, culture and linguistic differences remain in the same academic environment with unity and integrity.

The Institution provides **free access** to all the sections of the society irrespective of caste, creed, religion, language etc. In order to ensure equal opportunity the college follows the state govt reservation guidelines in admission procedure.

Free admission/ fee waving is granted to the students coming from the Below Poverty line (BPL) as a measure of providing opportunity of higher education to the girls without exerting financial burden on the families.

The college also promotes several **financial assistance/ Scholarships/Freeship** provided by the Central Govt and the State Govt.

As the college has students from both vernacular medium as well as from English medium all the faculty members adopts a **bi-lingual method** (English and Assamese) as medium of instruction for ease of understanding of the students.

Throughout the year students are exposed to different activities in order to sensitize them towards human and social values and promote tolerance and harmony.

Apart from annual college festivals the college also **organises various cultural and sports programmes** on different occasions which acquaints the students with the cultural diversity of the nation.

Various departmental activities such as **seminars, workshop, essay and speech competition, recitation etc helps in promoting communal harmony and tolerance among the students. Games and sports** organised in the college develop a team spirit and coordination and helps in developing the necessary social values.

Observance of different days of national importance such as Independence Day, Republic Day Gandhi Jayanti, National Unity Day, etc helps in developing a feeling of patriotism and unity among the students and the employees.

National Voters Day and Constitutional Day is observed in the college every year. The Department of political science takes the initiation to organise these programmes with various activities. **Street plays, speech, lecture programmes are organised** to spread awareness about the importance of voting right and constitutional obligations.

International Human Rights day is also observed to enlighten the students regarding different rights an individual can exercise. Lectures and extension activities on right to education, right to vote, right to speech etc are organised as a part of the celebration.

World environment day is also celebrated in the college to promote sense of belongingness to mother earth and nature. The NSS cell of the college takes active part in organising different programmes on these days for developing the attitude and awareness among people towards protection and preservation of environment.

International Yoga day is observed every year to develop awareness on importance of Yoga and Meditation for good physical and Mental health.

File Description	Document
Upload Additional information	[View Document](#)

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 1.

Title: Academic Awards for students as an initiative towards progression and placements.

Objectives:

Positive recognition is an excellent way to motivate the students for progression. Keeping this in mind Birjhora Kanya Mahavidyalaya have introduced two special awards as **Principal's Award** and **Nabajyoti Saikia Memorial Award**. The main objectives of giving these awards are to appreciate the hard work of the students and to encourage a healthy competition among them. It also aims at creating a better academic ambience in the college.

The context:

 Awards and accolades encourage and motivates the students to do hard work and brings along with it zeal and enthusiasm to learn new things. At Birjhora Kanya Mahavidyalaya, we always believe that by recognising the achievements of the students we can ignite a spark in them to put feathers to their dream, develop their self esteem and can make them stand up as achievers. Keeping this in mind the college has initiated various awards for academic achievements of students and to motivate them towards progression of higher education.

The Practice:

Birjhora Kanya Mahavidyalaya conceived an idea of awarding the students for excellent academic performance in their university examination. The main aim of these awards was to encourage and motivate the students to achieve academic excellence. The two main awards are Principal's award and Nabajyoti Saikia Memorial award. Apart from this, the college also has a provision of felicitating the students who achieve a first class in their final university examination. The awards are given away every year at a ceremonial function on the day of fresher's social. The idea behind this is to encourage and motivate the new comers for achieving academic excellence.

Evidence:

The practice was initiated in 2006. Since then every year number of students are receiving these awards. The success of this practice is that number of students getting first class has increased over the years. This proves that the practice of giving awards and felicitations have motivated the students and have developed in them a zeal and enthusiasm to achieve greater success in their academic performances. Besides these, some of the reciepients of the Principal's Award and Nabajyoti Saikia Memorial Awards have also been able to achieve success and top at the Post Graduate level as well. Moreover, the previous recipients of the awards have not only progressed to higher education but also have been very well placed in government sector including civil services. This can be regarded as the evidence of success of the practice.

Problems Encountered and Resources Required: The initiation for forming the trust was taken by the then Principal Mr. Prabin Barman with support from Mr. P Dewri, husband of Late Nabajyoti saikia and the teachers of Birjhora Kanya Mahavidyalaya. However, with the transfer and retierement of Mr. Dewri from Bongaigaon, the trust faced a financial crisis. Moreover, with the change of principal it was also difficult for the new Principal to continue and manage the trust. However, with the goodwill of the Principal and cooperation of the faculty members somehow the practice continues till date.

Best Practice 2

Title: Developing social values and fostering social responsibilities among students through Community Engagement.

Objectives:

Birjhora Kanya Mahavidyalaya is a premier institution of higher education for women. The main aim of establishing this college was to empower the women of the region not only by developing their cognitive domain but also by developing their conative and affective domain. Hence the institution tries to give opportunities to the students to work in the neighbouring areas with an aim of developing social values and fostering social responsibilities among the students.

Context:

The institution strongly believes that dissemination of knowledge cannot be an isolated academic endeavour; it is also related with development of social values and responsibilities. Hence the institution tries to inculcate a feeling of social responsibilities among students by exposing them to work for different social issues through field study and community engagement.

Practice:

The Birjhora Kanya Mahavidyalaya makes a constant effort to engage the students in social work from time to time through departments and different cells. This practice has been adopted in order to **accomplish one of the mission statements of the college as developing social values and stimulating respect and sensitivity for others**. For this throughout the year extension programmes are organised in different nearby areas consisting the people of the under privileged classes. The students and the NSS volunteers along with the teachers are also engaged in various community works in the adopted villages. Apart from the extension activities the college also engages students in project work on different social issues organizes field trips and excursion.

Evidence of success:

The success of this practice can be noted by the service of the alumnae of the college towards society even after leaving the institution. Many of our students and alumnae are engaged in different social work such as working for the underprivileged children, transgender, the slum dwellers etc. Some of our alumnae are also working for the welfare of the children and women in both private and govt. sector

Durning the recent Covid 19 pandemic our NSS Volunteers have provided the best services towards society. They adopted various measures to spread awareness among the masses regarding the importance of washing hands, need of sanitization and wearing mask etc.

One of the NSS Volunteer, Miss Chitralekha Ray was appointed 'Protirodhi Bandhu' by district administration for **giving services in the quarantine centre**.

Problems encounter and resources required:

The main problem of carrying out these activities is allocation of fund. As the college does not receive any fund or sponsorship for doing this kind of community services, the departments have to bear the expenses.If proper funding is available these programmes can be extended further to a larger area.

Sometimes problem is also encountered from parents side as they are reluctant to send their daughters for participating in the programmes conducted outside the campus.

File Description	Document
Best practices as hosted on the Institutional website	[View Document](#)
Any other relevant information	[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:

Birjhora Kanya Mahavidyalaya is the only women college in the district. The vision of the college is to develop it into a centre of excellence in higher education for women through comprehensive and balanced education. As such, the institution is committed to the cause of empowerment of women from all sectors including those socially and economically deprived through access to higher education

Starting its journey on 20th August 1993 with a small group of students the college, today has developed into a premier institution for girls in the region. Though situated at the heart of the town the college has students from different ethnic communities having different languages, custom and traditions mainly the Koch Rajbonshis, Bengalis, Bodos, Tea tribes and the Religious Minority group. The college thus, tries to create an ambience of growth and inclusiveness by inculcating the values of respect for other languages, religion and culture.

The main feature which makes the institution distinct from others is its constant effort to develop each student of the college into an empowered woman. As envisaged in its mission the college continuously strives for the enrichment of society by developing intellectual and self confident women with scientific temperament, humanitarian and social values. Focusing on the thrust area the institution makes a sincere effort to engage students in various community services in the neighbourhood areas like cleaning the market area, awareness campaign, cleanliness drive, donating at the orphanages etc. In order to guide the students on what should be their role as socially responsible individual the college has adopted villages viz. Chitkagaon and Kakoijana comprising of Rabha tribe. The main aim of adopting these villages is to develop awareness about sachhwata, health, education, women empowerment etc. among the villagers.

The NSS cell of the college undertakes different programmes for the community development throughout the year. The NSS volunteers take active participation in different social activities and for the upliftment of the rural women by organizing special camps in the adopted villages, Chitakagaon Rabha Para, Kakoijana and Sawnagaon. During the time of Covid 19 pandemic our NSS volunteers took several measures for spreading awareness among the masses. Apart from distributing mask and food they also took the help of social media such as YouTube and face book to sensitize the people regarding the precautionary measures. These activities have definitely helped in developing social responsibilities and social values among the students.

The college also gives equal importance to the development of students through cultural and literary activities. Students are given opportunities to explore their creative abilities in different fields during college festivals; fresher's social and through different competitions held in the college. Many of our students have represented the college in the University Youth festivals organized by the affiliating University and have bagged prizes in different events. Some of them have also shined at the national level competitions and have brought laurels to the college. The college makes a continuous effort to identify such talents and train them accordingly. In order to develop the literary skill of the students, the college regularly publishes an annual magazine "TONOYA" with an aim to showcase the creativity of the students in literary field. Apart from this each department has a wall magazine for developing the creativity of the students in literature. Many of our alumnae today are economically well settled in cultural and literature field. The college has produced Civil Servants, Lawyers, Professors, and Teachers etc by providing general education, but at the same time the college has also produced writers, dancers, singers, actors who are well settled in their respective life.

The college also organizes various programmes for developing the creative skills of the students.

Workshops are organized on ability enhancement techniques, recitation skill, communication skill, mental health and management, vocational training and self employment etc. for giving the students exposure in the respective areas. Various other programmes like guidance and counselling, health awareness, human rights awareness, field visits, excursion etc. are also organized for the students to develop their knowledge as well as to give opportunity of experiential learning.

Another feature that makes the college stand out amongst the other colleges is that it has given the opportunity to many of its alumnae to serve in the college after completion of their degree. Almost every department has one alumna working as Assistant Professor. This proves that the effort of the college to accomplish its mission has been fulfilled upto some extent but the college strives for more in the coming years.

Birjhora Kanya Mahavidyalaya not only gives importance on development of academic aspects but also give equal importance on the physical and mental well- being of the student. For this the college has a provision of certificate course on yoga and organizes special camps for self defence technique. The students are also given yoga and meditation classes regularly thrice a week by specially trained teacher. In the present competitive world the students have to face a lot of challenges which in turns develops stress, anxiety, frustration, depression and many other kinds of mental illness. Hence, it becomes very important for an educational institution to train their students with the methods and techniques of handling such kind of negative feelings and emotions in an effective manner. Birjhora Kanya Mahavidyalaya has initiated the process of developing a sound mind along with a sound body and this can be referred as a distinctive quality of the institution.

Vocational and skill based education is an important means of women empowerment. The New Education policy 2022 has also recommended for introduction of vocational education right from the school stage. Since its inception, Birjhora Kanya Mahavidyalaya has been contributing significantly towards women empowerment through quality education. But looking into the need and demand of skill based education, the institution has also initiated 3 months certificate course in cutting and tailoring for the students and alumnae of the college. Already many students have successfully completed the course and have become economically self reliant by taking it as a profession.

File Description	Document
Appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

Birjhora Kanya Mahavidyalaya introduced Choice Based Credit System (CBCS) in 2019 and presently all academic programmes are as per CBCS system. It has promoted multi disciplinary curriculum and adopted an experimental and experiential approach towards curriculum delivery.

- The college has participated in the NIRF ranking for the session 2021-22.
- The college regularly updates the data in AISHE of MHRD. The college has also conducted **Academic and Administrative Audit, Green and Environment Audit** and **Energy Audit**.
- The college has **Publication Cell** which published an edited book **"Socio-Cultural Issues In Contemporary Assam: An Insight."**
- The college has study centre of Krishna Kanta Handiqui State Open University (KKHSOU) and Institute of Distance and Open Learning (IDOL) under Gauhati University.
- The college has done various developmental work through community engagement in adopted villages.
- The college has a news letter **"GLIMPSE".**
- The college has registered **Alumnae Association.**

Concluding Remarks :

Birjhora Kanya Mahavidyalaya has always been working for the upliftment of the women by providing quality education. Established in 1993 the college has already completed 29 years of its journey. The year 2017-18 was celebrated as the Silver Jubilee Year with a yearlong programme. The college has earned a good reputation within this short span of time. The standard and quality of education has developed remarkably over the year. The students of the college have shown excellent performance in different curricular and co-curricular activities. Many of our students are placed in very good positions in both government and private sector. Apart from this many students of the college is also engaged in different other fields such as sports, music, dance, art etc. Through its extension activities the college has successfully develop human and social values among the students. Engagement of many of our students in social service through Government and NGOs is a proof of this. Birjhora Kanya Mahavidyalaya always try to provide a congenial atmosphere to the students. The college follows participatory, transparent and democratic governance system with well oriented staff. The IQAC has also contributed towards developing and maintaining the quality in all spheres. The college aims to develop itself as a centre of excellence for higher education of women in near future.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.4.1	**Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website (Yes or No)** Answer before DVV Verification : Yes Answer After DVV Verification: Yes
2.1.2	**Percentage of seats filled against seats reserved for various 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 the last five years* Answer before DVV Verification:

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
214	155	142	145	153

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
214	155	142	145	153

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
238	200	200	200	200

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
238	200	200	200	200

| 2.4.1 | **Percentage of full-time teachers against sanctioned posts during the last five years**

2.4.1.1. **Number of Sanctioned posts / required positions for teaching staff/ full time teachers year wise during the last five years:**
Answer before DVV Verification: |

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
35	35	35	35	35

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
35	35	35	35	35

2.6.2	**Pass percentage of Students during last five years** 2.6.2.1. **Number of final year students who passed the university examination year wise during the last five years** Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
138	203	192	147	134

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
138	203	192	147	134

    2.6.2.2. **Number of final year students who appeared for the university examination year-wise during the last five years**
Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
224	218	233	236	155

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
224	2018	233	236	155

Remark : Data updated as per the documents provided by the HEI

3.2.2	*Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years* 3.2.2.1. **Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years** Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
05	04	02	0	0

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18

02	00	00	0	0

3.3.1	*Number of research papers published per teacher in the Journals notified on UGC care list during the last five years*
	3.3.1.1. Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
06	0	02	02	02

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
2	0	0	2	0

Remark : DVV has updated the data as per the number of research papers published in the journals listed in the UGC care list.

3.4.3	**Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organised in collaboration with industry, community and NGOs) during the last five years**
	3.4.3.1. Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
20	02	11	19	08

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
12	3	10	2	2

3.5.1	**Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.**
	Answer before DVV Verification : 7
	Answer After DVV Verification :7
4.1.2	**Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)**

4.1.2.1. Expenditure for infrastructure augmentation, excluding salary during the last five years (INR in lakhs)

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
10.59	1.21	49.99	7.72	3.57

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
10.59	1.21	49.99	7.72	3.57

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

4.3.2.1. Number of computers available for students usage during the latest completed academic year:
Answer before DVV Verification : 03
Answer after DVV Verification: 04

4.4.1 **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:

2021-22	2020-21	2019-20	2018-19	2017-18
7.73	2.63	3.97	4.54	3.96

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
7.7	2.6	3.9	4.5	3.9

5.1.1 **Percentage of students benefited by scholarships and freeships provided by the Government and Non-Government agencies during last five years**

5.1.1.1. Number of students benefited by scholarships and freeships provided by the Government and Non-Government agencies year wise during last five years
Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
848	776	769	830	812

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
846	776	769	830	812

Remark : DVV has updated the data because the Number of students who benefited by scholarships and freeships can not be more than the admitted students, HEI has considered the HEI initial value

5.1.2	*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 : A. All of the above Answer After DVV Verification: A. All of the above
5.1.4	**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: D. Any 1 of the above
5.3.1	**Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years** 5.3.1.1. *Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years*

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
14	01	06	05	02

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
13	0	5	3	2

5.3.2	**Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)**

5.3.2.1. **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
25	00	56	16	64

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
8	1	8	9	14

6.2.2	**Implementation of e-governance in areas of operation**
	1. **Administration**
	2. **Finance and Accounts**
	3. **Student Admission and Support**
	4. **Examination**
	Answer before DVV Verification : A. All of the above
	Answer After DVV Verification: B. Any 3 of the above
	Remark : Data updated as per the supporting documents.

6.3.3 — **Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years**

6.3.3.1. **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
17	28	14	01	01

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
09	15	09	06	01

6.3.3.2. **Number of non-teaching staff year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18

6.5.2 — **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)/ membership of international networks** 3. **Participation in NIRF** 4. **any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc** Answer before DVV Verification : A. All of the above Answer After DVV Verification: D. Any 1 of the above Remark : Data updated as per documents provided by the HEI
7.1.2	**The Institution has facilities and initiatives for** 1. **Alternate sources of energy and energy conservation measures** 2. **Management of the various types of degradable and nondegradable waste** 3. **Water conservation** 4. **Green campus initiatives** 5. **Disabled-friendly, barrier free environment** Answer before DVV Verification : A. 4 or All of the above Answer After DVV Verification: A. 4 or All of the above
7.1.3	**Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following** 1. **Green audit / Environment audit** 2. **Energy audit** 3. **Clean and green campus initiatives** 4. **Beyond the campus environmental promotion activities** Answer before DVV Verification : A. All of the above Answer After DVV Verification: A. All of the above

2.Extended Profile Deviations

ID	Extended Questions
1.1	**Number of students year wise during the last five years** Answer before DVV Verification: <table><tr><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td></tr><tr><td>848</td><td>776</td><td>769</td><td>830</td><td>812</td></tr></table> Answer After DVV Verification: <table><tr><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td></tr><tr><td>848</td><td>776</td><td>769</td><td>830</td><td>812</td></tr></table>
2.1	**Number of teaching staff / full time teachers during the last five years (Without repeat count):** Answer before DVV Verification : 41

	Answer after DVV Verification : 40
2.2	**Number of teaching staff / full time teachers year wise during the last five years** Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
34	33	35	35	32

Answer After DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
34	33	35	35	32

3.1	**Expenditure excluding salary component year wise during the last five years (INR in lakhs)** Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
18.32	3.84	53.96	12.26	7.53

Answer After DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
18.3	3.8	53.9	12.2	7.5