



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution		BILASIPARA COLLEGE
• Name of the Head of the institution		DR. BISWAJIT BISWAS
• Designation		Principal
• Does the institution function from its own campus?		Yes
• Phone no./Alternate phone no.		03667295018
• Mobile No:		9435125543
• Registered e-mail		iqacbilasiparacollege@gmail.com
• Alternate e-mail		collegebilasipara1960@gmail.com
• Address		Bilasipara Ward No. 14, P.O. Bilasipara
• City/Town		Bilasipara
• State/UT		Assam
• Pin Code		783348
2.Institutional status		
• Affiliated / Constitution Colleges		GAUHATI UNIVERSITY
• Type of Institution		Co-education
• Location		Urban

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	Gauhati University				
• Name of the IQAC Coordinator	Dr. Kingshuk Chakraborty				
• Phone No.	03667295018				
• Alternate phone No.					
• Mobile	9954775336				
• IQAC e-mail address	iqacbilasiparacollege@gmail.com				
• Alternate e-mail address	collegebilasipara1960@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	http://www.bilasiparacollege.org/assets/kcfinder/upload/files/AQAR%202020-21.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.bilasiparacollege.org/docs/Academic%20Calendar%202021-22.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	71	2004	04/11/2004	03/11/2019
Cycle 2	B	2.09	2019	01/04/2019	31/03/2024
6.Date of Establishment of IQAC			02/01/2012		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	NIL	NIL	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		

<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	No File Uploaded	
9.No. of IQAC meetings held during the year	03	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	No	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
Writer Journalist Late Homen Borgohain Memorial National Webinar		
ICPR SPONSORED NATIONAL SEMINAR ON "Problems and Solution of Applied Ethics in the 21st Century with special reference to North-East India.		
Timely submission on AQAR		
Continuous modification of the LMS to create an even better student centric environment.		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
To enhance and upgrade digital resources available in the college	To enhance and upgrade digital resources available in the college
Upgrade Institutional Infrastructure	The college campus sanitized on a regular basis and all necessary safety measures are taken. All members of the staff has been vaccinated through Institution.

13. Whether the AQAR was placed before statutory body?	Yes
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- Name of the statutory body

Name	Date of meeting(s)
Governing Body	25/01/2023

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	11/02/2023

15. Multidisciplinary / interdisciplinary

Bilasipara College has always strived for a multidisciplinary approach in its academic as well as co-curricular activities. Students are encouraged to undergo minor projects in the Multidisciplinary/ Interdisciplinary subjects like Assamese literature, Bengali literature, History etc. Students are also encouraged to participate in Environmental studies. Currently, college is in process of revision of its curriculum for students admitted in session 2022-23 and onwards, in which provision will be made to offer various certificate courses in the fields other than the parent discipline.

16. Academic bank of credits (ABC):

We encourage students to take online courses through online mode through National Schemes like SWAYAM, so that they can get degrees of different subjects. We are in the process of developing a system for executing ABC through various ways like computer courses, career

advance studies, environmental studies, social services etc.
17.Skill development:
The College is imparting knowledge to the Students on new techniques of studies. The college offers skill enhancement courses that are skill-oriented. Students are being trained in the field of creative literature, tourism, social services etc. Students are being given hands-on exposure to practical subjects through various measures.
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)
Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course) Indian Knowledge system is very wide spreaded and it includes knowledge from ancient India to modern India and also covers various aspects from art, literature, education, medicine, environment to modern technology. The college is in process of starting certificate course for students admitted in coming session and onwards, in which subjects related to Indian knowledge systems will give a due place as elective subjects. It should be noted here that our college has already started to provide knowledge on folk culture (traditional songs and dance), ethnic dress, preservation of old manuscripts, protection of trees through traditional methods etc. on informal basis to the interested students.
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):
Focus on Outcome based education (OBE):Focus on Outcome based education (OBE): College was accredited by NAAC in the year 2019 and opts grade B is implementing OBE for all courses. Students are assessed as per OBE attainment model.
20.Distance education/online education:
Krishna Kanta Handique State Open University , Guwahati has selected Bilasipara College as its learning centre for offering various courses. Total number of students is more than 200.

Extended Profile

1.Programme

1.1

02

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

File Description	Documents
Data Template	No File Uploaded

2.Student

2.1 2392

Number of students during the year

File Description	Documents
Data Template	View File

2.2 523

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

File Description	Documents
Data Template	View File

2.3 257

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 36

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 36

Number of Sanctioned posts during the year

Extended Profile

1. Programme

1.1	02
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	No File Uploaded

2. Student

2.1	2392
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	523
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	257
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	36
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	36
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	33
Total number of Classrooms and Seminar halls	
4.2	1,48,29,527.21
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	46
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The college follows the curriculum laid down by the Guwahati University and prepares a well planned month wise year planning at the beginning of each academic session for all the subjects in the under graduate courses. These planning has been followed from the beginning of academic session. The Principal takes feedback of the Departmental progress in a review meeting and provides suggestions to all the faculty members and ensures timely completion of the assigned portion of syllabus.

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

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

Internal Evaluation (CIE)

As an affiliated college of Guwahati University , the evaluation norms of the University are strictly followed. The current session has followed a CBCS evaluation system. The College has adopted a method of assessing the academic performance of the students on a continuous basis. Continuous assessment in theory subjects as per Gauhati University norms includes 10 marks for an Internal Assessment, and 10 marks allotted to class attendance and Home assignment. Within this framework, the College conducts the Internal Assessment Department-wise according to a proper schedule and under strict invigilation. The marks obtained by the students are uploaded in the University website at the appropriate time. The internal examination pattern follows the norms laid down by the University. Besides, these formal assessments, revision work, class tests, assignments and student presentations are integral to the teaching-learning process. During the pandemic a continuous system of online evaluation was put in place.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://www.bilasiparacollege.org/acalender.php

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

D. Any 1 of the above

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

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

04

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

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

0

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

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

0

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

0

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

1.3 - Curriculum Enrichment

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

The college through its co-curricular activities tries to inculcate values and ethics among its students. It ensures not only effective curriculum delivery but also makes every effort to impart a holistic education that goes beyond the curriculum through various activities conducted throughout the year. Through these programmes students are made to understand universal moral and social values, sensitivity towards gender issues and environmental consciousness.

1) Environmental education through projects and field work.

Students are also encouraged to participate in different programmes like Quiz contests organized by other Institutions for enhancing awareness related to the environment.

2). Human values promoted through the activities of the NSS unit.

3) Value education and mental health workshops. Such as Yoga day celebration, Vaccination drive program etc.

4) Ethics and Code of Conduct messages have been hanged in the College campus by the Principal.

5) Observance of World Environment Day, Forest Week.

6) Upholding values of multiculturalism, egalitarianism, diversity and gender empowerment through functions like the Annual Programme, Independence and Republic Day celebrations and through such other activities.

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

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

0

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

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

74

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

B. Any 3 of the above

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

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://docs.google.com/forms/d/1cdrp1_zuHDyY-epSm8RvhYsFO8IK37DbzFncKS3jdVQ/edit#responses

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

2392

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

supernumerary seats)

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

523

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

2.2 - Catering to Student Diversity

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

The college assesses the learning levels of the students and organises special programmes for advanced learners and slow learners.

For advanced learners the approaches adopted are as follows:-

- More challenging work in the form of Projects and Home Assignments
- A well stocked library with advanced reference facilities
- Encouragement for participation in inter-college and intra-college competitions.
- Special lectures by eminent speakers from various fields.
- Opportunities for publication in departmental students' Wall Magazines

Identification of weak students made on the basis of interactions and assessment tests during classes. The strategies adopted to level up the slow learners are as follows:

- Meeting and communicating to the weaker students their areas of weakness
- Organizing remedial classes
- Teachers available beyond class hours to counsel the weaker

students

- Monitoring the progress of the students through written assignments and the progress record maintained
- Evaluated answer scripts of college examinations discussed with students to identify and address their shortcomings.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
2392	36

File Description	Documents
Any additional information	View File

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

Learning is made more student-centric through a combination of old and new methods of teaching.

In order to motivate the students beyond the scope of theoretical knowledge various student-centric learning methods like workshops, seminars, group discussions, field trips etc. have been adopted.

Student-centric methods are an integral part of the pedagogy adopted by the faculty for which the college provides all possible support such as:

- Smart classrooms
- Interactive projectors and smart boards
- Open access library

- Fund allocation for institutional visits and excursions
- Fund for publication of students magazine
- Fund for purchase of laboratory instruments, equipments and materials.

Fund for organizing workshops, seminars and conferences.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	http://www.bilasiparacollege.org/

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

The ICT enabled learning environment of the college is conducive to develop creative and critical thinking among the students. Faculty is provided with the requisite facilities for preparation of computer aided teaching - learning material.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://www.bilasiparacollege.org/

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

2.3.3.1 - Number of mentors

36

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

2.4 - Teacher Profile and Quality

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

36

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

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

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

07

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

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

2.4.3.1 - Total experience of full-time teachers

36

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

Examination Committee coordinates all the internal examinations of the college before the commencement of the CBCS final external examination. The examination process includes setting of question papers, evaluation of answer scripts submission of marks within a stipulated period of time. Evaluated scripts of the internal examination are shown to the students. After commencement of the CBCS, some departments conduct the practical examination. But as the internal examination is a component of the university examinations, the marks are not communicated to the students.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

Review of answer scripts are done as per university norms. The students forward their applications to the college office, where from the issues are forwarded to the affiliating university.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the

Programmes offered by the institution.

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

(i) Hard Copy of syllabi and course/programme are available in the respective departments for ready reference to the teachers and students.

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

(iii) Academic Register is maintained by the departments

(iv) Academic Audit is done by the Departments.

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

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

The college follows the syllabi laid down by the affiliating university for all its subjects. It ensures the completion of the mentioned syllabi through a teaching plan. The Principal in coordination with the Heads of the Department and monitor the execution of the assigned syllabus and it's timely completion. The final outcome of the course is evaluated through the performance of the students that is analysed at the end of each semester examination.

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

2.6.3 - Pass percentage of Students during the year

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

257

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

2.7 - Student Satisfaction Survey

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

<https://docs.google.com/forms/d/1r8StSgn0JJRvUWaGydfVHCl1a0ULsbxEwDM4hyzzOZpk/edit>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

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

03

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

3.2 - Research Publications and Awards

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

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

02

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

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

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

03

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

3.3 - Extension Activities

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

The College regularly conduct the extension activities in the campus adjoined areas and the greater society . These programmes aims to connect the Higher Education Institutions with the society. This will transform the outlook of the students and inculcate leadership qualities in the youth. They will prove good administrators, good humans with good moral behaviour and responsible citizens in future

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0

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

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

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

06

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

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

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

1500

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

3.4 - Collaboration

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

03

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

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

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

03

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

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

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

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.bilasiparacollege.org/index.php

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

Bilasipara College has adequate physical facilities which are utilized from time to time for conducting curricular, cocurricular and extracurricular activities efficiently. Student activities - Cultural, sports, indoor and outdoor games, gymnasium, NCC, cultural activities, public speaking, communication skills development, yoga, etc.

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

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

board and Chess board is available in the campus.

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

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

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.bilasiparacollege.org/index.php

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

33

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

33

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

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

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

29,89,086.00

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

4.2 - Library as a Learning Resource

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

Library is partially automated. The SOUL has been using for ILMS since 2012.

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

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

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

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

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

22,466.00

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

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

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

70

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

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

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

4.3.2 - Number of Computers

46

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

4.3.3 - Bandwidth of internet connection in the Institution **A. ? 50MBPS**

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

4.4 - Maintenance of Campus Infrastructure

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

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

8,97,852.00

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

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

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

(1) Building Infrastructure:- There is a college construction committee to look after the maintenance, repair and constructional building and physical infrastructure like water facility, power

supply and maintenance of campus is looked after by this committee. For the maintenance of toilets and service areas local fund college sweepers have been engaged for cleaning the toilets, washrooms, and buildings.

(2)Laboratory:- Maintains consumption register regularly to keep account of the used material and non-functional glassware, miscellaneous items etc. Physical verification of laboratory equipments and machines is carried out to record the functional and non functional equipments from time to time.

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

(4)Furniture related items:-There is a college construction committee which looks after the maintenance and minor repair work of the furniture and fixtures and other physical infrastructure.

(5)Maintenance of Library Materials:-Accession and withdrawal/dead stock registers are regularly maintained to keep the record of updated and dead stock accessions.

(6)Sports Equipments:- The sports in-charge teacher and student representation regularly maintains the stock register for the equipments and materials related to the sports.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.bilasiparacollege.org/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

824

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

E. none of the above

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

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

0

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

0

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

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

D. Any 1 of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

10

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

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

5.2.2.1 - Number of outgoing student progression to higher education

75

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

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

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

01

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

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

01

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

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

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0

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

5.4 - Alumni Engagement

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

There is a Alumni Associaton of the College

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision of the college is to make the institution into an institution of excellence and imparting knowledge to the students to meet economic, social and environmental challenges. The mission of the college is

(1)To impart quality education for all-round development of

students.

(2) To develop community sense through extension work.

(3) To inculcate moral values and leadership qualities among students.

(4) To promote peace and harmony for better work. The college management is headed by the Principal and is involved in coordinating the functions of the college to its logical end.

Various committees comprising members of teaching and non teaching faculty members are involved in curricular and co-curricular affairs and administrative functions of the institution. The heads of the departments / subjects are authorized to monitor the routine functions at the departmental level. The administration encourages them and supports them at all levels. The decision taken by them are given due cognizance by the Principal. The leadership qualities and decision making ability are nurtured in heads of Departments. An environment of equity and democracy is setup to conduct affairs in smooth and satisfactory manner.

File Description	Documents
Paste link for additional information	http://www.bilasiparacollege.org/
Upload any additional information	No File Uploaded

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

The Higher education department gives sufficient freedom to the Principal, who is the academic head of the institution to function in order to fulfill the vision and mission of the institution. Academic responsibilities fairly divided among all the staff members. Committees are appointed for the various academic and co curricular activities to be conducted in the course of the academic year. The responsibilities are communicated to the faculty members through regular staff meetings. The Principal of the College holds regular meetings with the teaching and nonteaching staff. In these meetings, various issues are taken up for discussion before arriving at a final decision. The Heads of Departments monitor the functioning of the various departments. The participative decision-making ensures total participation of all the people concerned. The office administration of the College

is headed by the Head Assistant under whom there are Senior Assistant, Junior Assistant and other Class IV Staff. All the above activities both academic and financial levels are finally governed by the Governing Body of the college-which is an apex Body.

File Description	Documents
Paste link for additional information	http://www.bilasiparacollege.org/governingbody.php
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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

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

(2) Enhancement of student support systems.

(3) Improved student success rate.

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

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

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	http://www.bilasiparacollege.org/vision&mission.php
Upload any additional information	No File Uploaded

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

College is governed by Higher Education Department of Assam Govt. which has the responsibility to take care of all the colleges in the state of Assam. However, the administration of College is the responsibility of the Principal who is directly accountable to the Department of Higher education.

(1) Principal:-The Principal is involved in overlooking the implementation of plans of the College. He ensures that regular day to day operations are properly conducted, through feedback from conveners', teaching and on teaching staff.

(2) Heads of Departments:- The Heads of Departments ensure that the plans communicated to them by the Principal are implemented systematically.

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

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

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://heis-rusa.assam.gov.in/admin/institution-administrative-setup-view/GCPRDU196006
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

D. Any 1 of the above

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

6.3 - Faculty Empowerment Strategies

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

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

1. Fully equipped library with Internet facility. The library has a huge volume of books, journals, magazines, and newspapers which can be accessed by all employees. Internet facility is available.
2. Canteen facility is available for both teaching and nonteaching staff. The canteen provides good quality foods at a reasonable rate. Employees can place orders of food of their own choice.
3. A fully equipped gymnasium, with all modern amenities, is set up for workouts.
4. College admission Priority is given in the college admission to the wards of the teaching and non-teaching staff.
5. Free medical camp for staff to keep on monitoring the health of its employees, free medical camps are organized from time to time.
6. Maternity benefits are provided to the women employees as per norms.
7. Wi-Fi facility available across the college campus
8. Adequate pure drinking water is available at different locations within the college campus
9. Clean and hygienic washrooms, separately for males and females, are set up at different locations on the college campus.

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

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

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

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

0

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

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

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

0

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

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

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

10

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

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

Institutions Performance Appraisal System for teaching and nonteaching staff:

There is an Internal Performance Appraisal system for all its

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

File Description	Documents
Paste link for additional information	https://docs.google.com/forms/d/1cdrp1_zuHDyY-epSm8RvhYsFO8IK37DbzFncKS3jdVQ/edit
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

Institution conducts internal audit on a continuous basis. The Internal audit assistants are stationed in the college office. Statutory Audit is Conducted by Auditors appointed by HE, Department. Statutory audit is completed till financial year 2020-21.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0

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

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

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

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

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

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

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

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

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

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

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes:- The vision of Bilasipara College is to impart, promote and spread holistic education among students to make them self-reliant and responsible members of the community. But due to pandemic situation it is not possible to conduct programmes and workshops particularly for the students. The online discussions help the students to identify their areas of concern. During the post Covid 19 peirod some extension programmes were organized by the IQAC.

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

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

The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities:- The regular meetings of the IQAC internally as well as with the principal and different committees are conducted to ensure earmarking of the scopes of improvement in all possible spheres of campus life. Regular feedback obtained from different stakeholders help in proper identification of the target area. The major tasks set up by the IQAC in the last year was to take care of the health issues of students during the pandemic times, others included development of awareness among the various stake holders.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://www.bilasiparacollege.org/annual_report.php
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Bilasipara College shows gender sensitivity in providing facilities such as:

(I) The College believes in gender equality and makes effort towards Gender sensitization. It believes that educated girls are an asset not only for the college and family but also for the whole community.

(II) Women cell is led by a senior, confident and caring female teaching and non teaching member. It is a good and healthy sign of

academic work place. The cell monitors all gender related issues.

(III)The College has a girls' common room where first aid facility is provided at hand. The college provides basic medical aid, necessary for girl students. Medical aid is provided free of cost.

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

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

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

There are different types of waste dispose management in the college for which there is a proper system management. The following wastes are being disposed by the college:

1. Solid Waste Management - Solid waste management for collecting the solid waste from nook and corner of the campus substantial number of dustbins are installed. Most of the waste collected is biodegradable. Bilasipara Municipal department collects such waste regularly and dispose their own way.
2. E-waste Management- There is no e-waste management system in the college.

3. Waste recycling system- There is no system of Waste recycling in the college.
4. The e-medical Waste Management- There is no e-medical waste management system in the college.
5. Hazardous chemicals and radioactive waste management- There is no Hazardous chemicals and radioactive waste management system in the College.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: D. Any 1 of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

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

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

D. Any 1 of the above

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

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

The college provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Different sports and cultural activities organized inside the college promote harmony towards each other. Commemorative days like Women's day, Yoga day along with many regional festivals celebrated in the college. There are different grievance redressal cells in the college like Student grievance redressal cell, Women grievance redressal cell which deal with grievances without considering anyone's racial or cultural background.

The college always encourages unity among different groups of people.

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

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

Bilasipara College undertakes various efforts to sensitize the students and employees of the college of their constitutional obligation. During the commencement of each session, the Principal of the College delivers an Orientation Lecture to the new batch of students to make them aware of the core values and ethos of the

Institution. The lecture highlights the need of maintaining harmony amongst all diversities, in developing scientific temper, humanism and spirit of enquiry. In the different programmes celebrated by the Institution like Independence Day and Republic Day, the students and employees of the Institution are addressed by the Principal of the College with the message from the Constitution of India. The students are taught to obey the supreme law of the land and respect the symbols of national unity like National Flag and National Anthem. The NSS unit of the College undertakes different kind of activities and teach the students the importance of giving back to the society by believing in the principle of equality and fraternity.

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

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

4. Annual awareness programmes on Code of Conduct are organized

D. Any 1 of the above

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

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

Institution celebrates / organizes national and international commemorative days, events and Festivals Bilasipara College is devoted to promote values and ethics amongst students and faculty to encourage the same, College organizes National festivals as well as Anniversaries for the great Indian Personalities this include.

Republic day(26th Jan)

International Women's day (8thMarch)

World environment day(5th June)

International Yoga day (21stJune)

Independence day(15thAugust)

Teachers day (5th Sept)

NSS day (24thSept)

National Voter Day

Birth and Death of anniversary of eminent personalities:

Dr. Sarvapalli Radhakrishanna (5th Sept)

Mahatma Gandhi (2 Oct)

Srimanta Sankar Dev Tithi.

Religious festival

Saraswati Puja

Fateha -Dohaz Daham

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

7.2 - Best Practices

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

Best Practices No (1)

1. Title of the Practice:-- Fostering social responsibility

The NSS unit was established by the college under the leadership of Dr. Haricharan Das. He is a very popular social worker, Writer and award winning environmentalist. He is also librarian of our college. He has unified the college students with a view to initiate different social services program in our locality. Prof Kulen Das is a good sport organiser and his guilds the students in various field based activities.

(a) The NSS unit campaign grows more trees.

(b) Abolition of child labour

(c) Education to the girl child

(d) Voter consciousness campaign

(e) Anti drug campaign.

Best Practice No (2)

1) Title of the Practice:--Grooming the cultural potential of the students

Different strategies are designed from time to time beyond regular classes to groom the students in different dimensions so that they learn through active participation.

a) The song ,recitation , extempore speech, quiz practices were directed by Prof Bibharani Nath, Prof Soma Deb, Prof Lakhima Hazarika, Prof Ashok Das and Prof Abdul Kaiyum.

b) The college magazine and the

Departmental wall magazines enable students enhance writing skills.

c) Different competitions are

organised for identifying and developing inner talents of students.

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

7.3 - Institutional Distinctiveness

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

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

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The college follows the curriculum laid down by the Guwahati University and prepares a well planned month wise year planning at the beginning of each academic session for all the subjects in the under graduate courses. These planning has been followed from the beginning of academic session. The Principal takes feedback of the Departmental progress in a review meeting and provides suggestions to all the faculty members and ensures timely completion of the assigned portion of syllabus.

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

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

As an affiliated college of Guwahati University , the evaluation norms of the University are strictly followed. The current session has followed a CBCS evaluation system. The College has adopted a method of assessing the academic performance of the students on a continuous basis. Continuous assessment in theory subjects as per Gauhati University norms includes 10 marks for an Internal Assessment, and 10 marks allotted to class attendance and Home assignment. Within this framework, the College conducts the Internal Assessment Department-wise according to a proper schedule and under strict invigilation. The marks obtained by the students are uploaded in the University website at the appropriate time. The internal examination pattern follows the norms laid down by the University. Besides, these formal assessments, revision work, class tests, assignments and student presentations are integral to the teaching-learning process. During the pandemic a continuous system of online evaluation was put in place.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://www.bilasiparacollege.org/acalender.php

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

D. Any 1 of the above

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

1.2 - Academic Flexibility

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

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

04

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

1.2.2 - Number of Add on /Certificate programs offered during the year	
1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)	
0	
File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded
1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year	
0	
1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year	
0	
File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded
1.3 - Curriculum Enrichment	
1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	
<p>The college through its co-curricular activities tries to inculcate values and ethics among its students. It ensures not only effective curriculum delivery but also makes every effort to impart a holistic education that goes beyond the curriculum through various activities conducted throughout the year. Through these programmes students are made to understand universal moral and social values, sensitivity towards gender issues and environmental consciousness.</p> <p>1) Environmental education through projects and field work.</p>	

Students are also encouraged to participate in different programmes like Quiz contests organized by other Institutions for enhancing awareness related to the environment.

2). Human values promoted through the activities of the NSS unit.

3) Value education and mental health workshops. Such as Yoga day celebration, Vaccination drive program etc.

4) Ethics and Code of Conduct messages have been hanged in the College campus by the Principal.

5) Observance of World Environment Day, Forest Week.

6) Upholding values of multiculturalism, egalitarianism, diversity and gender empowerment through functions like the Annual Programme, Independence and Republic Day celebrations and through such other activities.

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

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

0

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

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

74

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

B. Any 3 of the above

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

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://docs.google.com/forms/d/1cdrp1_zuHDyY-epSm8RvhYsFO8IK37DbzFncKS3jdVQ/edit#responses

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

2392

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

523

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

2.2 - Catering to Student Diversity

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

The college assesses the learning levels of the students and organises special programmes for advanced learners and slow learners.

For advanced learners the approaches adopted are as follows:-

- More challenging work in the form of Projects and Home Assignments
- A well stocked library with advanced reference facilities
- Encouragement for participation in inter-college and intra-college competitions.
- Special lectures by eminent speakers from various fields.
- Opportunities for publication in departmental students' Wall Magazines

Identification of weak students made on the basis of interactions and assessment tests during classes. The strategies adopted to level up the slow learners are as follows:

- Meeting and communicating to the weaker students their areas of weakness
- Organizing remedial classes
- Teachers available beyond class hours to counsel the weaker students
- Monitoring the progress of the students through written assignments and the progress record maintained

- Evaluated answer scripts of college examinations discussed with students to identify and address their shortcomings.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
2392	36

File Description	Documents
Any additional information	View File

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

Learning is made more student-centric through a combination of old and new methods of teaching.

In order to motivate the students beyond the scope of theoretical knowledge various student-centric learning methods like workshops, seminars, group discussions, field trips etc. have been adopted.

Student-centric methods are an integral part of the pedagogy adopted by the faculty for which the college provides all possible support such as:

- Smart classrooms
- Interactive projectors and smart boards
- Open access library
- Fund allocation for institutional visits and excursions
- Fund for publication of students magazine

- Fund for purchase of laboratory instruments, equipments and materials.

Fund for organizing workshops, seminars and conferences.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	http://www.bilasiparacollege.org/

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

The ICT enabled learning environment of the college is conducive to develop creative and critical thinking among the students. Faculty is provided with the requisite facilities for preparation of computer aided teaching - learning material.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://www.bilasiparacollege.org/

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

2.3.3.1 - Number of mentors

36

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

2.4 - Teacher Profile and Quality

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

36

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

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

07

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

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**2.4.3.1 - Total experience of full-time teachers**

36

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

Examination Committee coordinates all the internal examinations of the college before the commencement of the CBCS final external examination. The examination process includes setting of question papers, evaluation of answer scripts submission of marks within a stipulated period of time. Evaluated scripts of the internal examination are shown to the students. After commencement of the CBCS, some departments conduct the practical examination. But as the internal examination is a component of the university examinations, the marks are not communicated to the students.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

Review of answer scripts are done as per university norms. The students forward their applications to the college office, where from the issues are forwarded to the affiliating university.

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

2.6 - Student Performance and Learning Outcomes

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

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

(i) Hard Copy of syllabi and course/programme are available in

the respective departments for ready reference to the teachers and students.

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

(iii) Academic Register is maintained by the departments

(iv) Academic Audit is done by the Departments.

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

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

The college follows the syllabi laid down by the affiliating university for all its subjects. It ensures the completion of the mentioned syllabi through a teaching plan. The Principal in coordination with the Heads of the Department and monitor the execution of the assigned syllabus and it's timely completion. The final outcome of the course is evaluated through the performance of the students that is analysed at the end of each semester examination.

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

2.6.3 - Pass percentage of Students during the year

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

257

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

2.7 - Student Satisfaction Survey

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

<https://docs.google.com/forms/d/1r8StSgnOJJRvUWaGydfVHCl1a0ULsbxEwDM4hyzzOZpk/edit>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

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

03

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

3.2 - Research Publications and Awards

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

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

02

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

3.2.2 - Number of books and chapters in edited volumes/books published and papers

published in national/ international conference proceedings per teacher during the year

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

03

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

3.3 - Extension Activities

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

The College regularly conduct the extension activities in the campus adjoined areas and the greater society . These programmes aims to connect the Higher Education Institutions with the society. This will transform the outlook of the students and inculcate leadership qualities in the youth. They will prove good administrators, good humans with good moral behaviour and responsible citizens in future

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0

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

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

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

06

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

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

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

1500

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

3.4 - Collaboration

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

03

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

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

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

03

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

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

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

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

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.bilasiparacollege.org/index.php

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

Bilasipara College has adequate physical facilities which are utilized from time to time for conducting curricular, cocurricular and extracurricular activities efficiently. Student activities - Cultural, sports, indoor and outdoor games, gymnasium, NCC, cultural activities, public speaking, communication skills development, yoga, etc.

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

Independence day, Republic day , College Fest etc.

Games(Indoor)- Common Room cum Gymnasium is equipped with Carrom board and Chess board is available in the campus.

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

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

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.bilasiparacollege.org/index.php

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

33

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

33

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

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

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

29,89,086.00	
File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File
4.2 - Library as a Learning Resource	
4.2.1 - Library is automated using Integrated Library Management System (ILMS)	
Library is partially automated. The SOUL has been using for ILMS since 2012.	
File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil
4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	B. Any 3 of the above
File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File
4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)	
4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)	

22,466.00	
File Description	Documents
Any additional information	View File
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File
4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)	
4.2.4.1 - Number of teachers and students using library per day over last one year	
70	
File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File
4.3 - IT Infrastructure	
4.3.1 - Institution frequently updates its IT facilities including Wi-Fi	
<p>The college IT infrastructure has been upgraded time to time. The LCD Projector, Printers, high configuration PCs were installed in the college. Smart classrooms, LCD projector, with microphone system and speakers were installed. College is also availing the lease line internal facility from BSNL</p>	
File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
4.3.2 - Number of Computers	
46	

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

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

8,97,852.00

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

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

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

(1) Building Infrastructure:- There is a college construction

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

(2)Laboratory:- Maintains consumption register regularly to keep account of the used material and non-functional glassware, miscellaneous items etc. Physical verification of laboratory equipments and machines is carried out to record the functional and non functional equipments from time to time.

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

(4)Furniture related items:-There is a college construction committee which looks after the maintenance and minor repair work of the furniture and fixtures and other physical infrastructure.

(5)Maintenance of Library Materials:-Accession and withdrawal/dead stock registers are regularly maintained to keep the record of updated and dead stock accessions.

(6)Sports Equipments:- The sports in-charge teacher and student representation regularly maintains the stock register for the equipments and materials related to the sports.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.bilasiparacollege.org/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

824	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File
5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year	
5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year	
0	
File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	E. none of the above

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

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

0

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

0

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

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

D. Any 1 of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

10

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

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

5.2.2.1 - Number of outgoing student progression to higher education

75

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

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

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

government examinations) during the year

01

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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

01

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

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

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0

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

5.4 - Alumni Engagement

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

There is a Alumni Associaton of the College

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) **E. <1Lakhs**

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision of the college is to make the institution into an institution of excellence and imparting knowledge to the students to meet economic, social and environmental challenges. The mission of the college is

(1) To impart quality education for all-round development of students.

(2) To develop community sense through extension work.

(3) To inculcate moral values and leadership qualities among students.

(4) To promote peace and harmony for better work. The college management is headed by the Principal and is involved in coordinating the functions of the college to its logical end.

Various committees comprising members of teaching and non teaching faculty members are involved in curricular and co-curricular affairs and administrative functions of the institution. The heads of the departments / subjects are authorized to monitor the routine functions at the departmental level. The administration encourages them and supports them at all levels. The decision taken by them are given due cognizance by the Principal. The leadership qualities and decision making ability are nurtured in heads of Departments. An environment of equity and democracy is setup to conduct affairs in smooth and satisfactory manner.

File Description	Documents
Paste link for additional information	http://www.bilasiparacollege.org/
Upload any additional information	No File Uploaded

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

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

File Description	Documents
Paste link for additional information	http://www.bilasiparacollege.org/governin_gbody.php
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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

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

(2) Enhancement of student support systems.

(3) Improved student success rate.

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

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

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	http://www.bilasiparacollege.org/vision&mission.php
Upload any additional information	No File Uploaded

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

College is governed by Higher Education Department of Assam Govt. which has the responsibility to take care of all the colleges in the state of Assam. However, the administration of College is the responsibility of the Principal who is directly accountable to the Department of Higher education.

(1) Principal:-The Principal is involved in overlooking the implementation of plans of the College. He ensures that regular day to day operations are properly conducted, through feedback from conveners', teaching and on teaching staff.

(2) Heads of Departments:- The Heads of Departments ensure that the plans communicated to them by the Principal are implemented systematically.

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

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

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://heis-rusa.assam.gov.in/admin/institution-administrative-setup-view/GCPRDU196006
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

D. Any 1 of the above

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

6.3 - Faculty Empowerment Strategies

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

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

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

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

3. A fully equipped gymnasium, with all modern amenities, is

set up for workouts.

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

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

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

7. Wi-Fi facility available across the college campus

8. Adequate pure drinking water is available at different locations within the college campus

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

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

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

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

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

0

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

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

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

0

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

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

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

10

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

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

Institutions Performance Appraisal System for teaching and nonteaching staff:

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

File Description	Documents
Paste link for additional information	https://docs.google.com/forms/d/1cdrp1_zuHDyY-epSm8RvhYsFO8IK37DbzFncKS3jdVO/edit
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

Institution conducts internal audit on a continuous basis. The Internal audit assistants are stationed in the college office. Statutory Audit is Conducted by Auditors appointed by HE,

Department. Statutory audit is completed till financial year 2020-21.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0

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

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

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

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

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

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

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

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

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

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

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes:- The vision of Bilasipara College is to impart, promote and spread holistic education among students to make them self-reliant and responsible members of the community. But due to pandemic situation it is not possible to conduct programmes and workshops particularly for the students. The online discussions help the students to identify their areas of concern. During the post Covid 19 peirod some extension programmes were organized by the IQAC.

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

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

The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities:-
The regular meetings of the IQAC internally as well as with the principal and different committees are conducted to ensure earmarking of the scopes of improvement in all possible spheres of campus life. Regular feedback obtained from different stakeholders help in proper identification of the target area. The major tasks set up by the IQAC in the last year was to take care of the health issues of students during the pandemic times, others included development of awareness among the various stake holders.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://www.bilasiparacollege.org/annual_report.php
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Bilasipara College shows gender sensitivity in providing facilities such as:

(I) The College believes in gender equality and makes effort towards Gender sensitization. It believes that educated girls are an asset not only for the college and family but also for the whole community.

(II) Women cell is led by a senior, confident and caring female teaching and non teaching member. It is a good and healthy sign of academic work place. The cell monitors all gender related issues.

(III)The College has a girls' common room where first aid facility is provided at hand. The college provides basic medical aid, necessary for girl students. Medical aid is provided free of cost.

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

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

There are different types of waste dispose management in the college for which there is a proper system management. The following wastes are being disposed by the college:

1. Solid Waste Management - Solid waste management for collecting the solid waste from nook and corner of the campus substantial number of dustbins are installed. Most of the waste collected is biodegradable. Bilasipara Municipal department collects such waste regularly and dispose their own way.
2. E-waste Management- There is no e-waste management system in the college.
3. Waste recycling system- There is no system of Waste recycling in the college.
4. The e-medical Waste Management- There is no e-medical waste management system in the college.
5. Hazardous chemicals and radioactive waste management-

There is no Hazardous chemicals and radioactive waste management system in the College.

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

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

D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

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

D. Any 1 of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	D. Any 1 of the above
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded
7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	D. Any 1 of the above

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

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

The college provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Different sports and cultural activities organized inside the college promote harmony towards each other. Commemorative days like Women's day, Yoga day along with many regional festivals celebrated in the college. There are different grievance redressal cells in the college like Student grievance redressal cell, Women grievance redressal cell which deal with grievances without considering anyone's racial or cultural background.

The college always encourages unity among different groups of people.

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

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

Bilasipara College undertakes various efforts to sensitize the students and employees of the college of their constitutional obligation. During the commencement of each session, the Principal of the College delivers an Orientation Lecture to the

new batch of students to make them aware of the core values and ethos of the Institution. The lecture highlights the need of maintaining harmony amongst all diversities, in developing scientific temper, humanism and spirit of enquiry. In the different programmes celebrated by the Institution like Independence Day and Republic Day, the students and employees of the Institution are addressed by the Principal of the College with the message from the Constitution of India. The students are taught to obey the supreme law of the land and respect the symbols of national unity like National Flag and National Anthem. The NSS unit of the College undertakes different kind of activities and teach the students the importance of giving back to the society by believing in the principle of equality and fraternity.

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

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

D. Any 1 of the above

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

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

Institution celebrates / organizes national and international commemorative days, events and Festivals Bilasipara College is devoted to promote values and ethics amongst students and faculty to encourage the same, College organizes National festivals as well as Anniversaries for the great Indian Personalities this include.

Republic day(26th Jan)

International Women's day (8thMarch)

World environment day(5th June)

International Yoga day (21stJune)

Independence day(15thAugust)

Teachers day (5th Sept)

NSS day (24thSept)

National Voter Day

Birth and Death of anniversary of eminent personalities:

Dr. Sarvapalli Radhakrishanna (5th Sept)

Mahatma Gandhi (2 Oct)

Srimanta Sankar Dev Tithi.

Religious festival**Saraswati Puja****Fateha -Dohaz Daham**

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

7.2 - Best Practices

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

Best Practices No (1)**1. Title of the Practice:-- Fostering social responsibility**

The NSS unit was established by the college under the leadership of Dr. Haricharan Das. He is a very popular social worker, Writer and award winning environmentalist. He is also librarian of our college. He has unified the college students with a view to initiate different social services program in our locality. Prof Kulen Das is a good sport organiser and his guilds the students in various field based activities.

(a) The NSS unit campaign grows more trees.

(b) Abolition of child labour

(c) Education to the girl child

(d) Voter consciousness campaign

(e) Anti drug campaign.

Best Practice No (2)

1) Title of the Practice:--Grooming the cultural potential of

the students

Different strategies are designed from time to time beyond regular classes to groom the students in different dimensions so that they learn through active participation.

a) The song ,recitation , extempore speech, quiz practices were directed by Prof Bibharani Nath, Prof Soma Deb, Prof Lakhima Hazarika, Prof Ashok Das and Prof Abdul Kaiyum.

b) The college magazine and the

Departmental wall magazines enable students enhance writing skills.

c) Different competitions are

organised for identifying and developing inner talents of students.

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

7.3 - Institutional Distinctiveness

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

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

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

7.3.2 - Plan of action for the next academic year

Plan of action for the next academic year

The prime aim of the college is to expand and create an intellectual environment for students as well as faculty members. This includes level best-quality infrastructure , appointment of faculty members and other essential intellectual output. The college constantly aims:-

1. To enhance the quality framework and focus more on integrated approach in study of different subjects.
2. To enhance students participation and promote leadership.
3. To encourage faculty members to enhance their academic efficiency through various academic activities, such as seminars, workshop, publication, refresher and orientation courses.
4. Increase community participation in various program.
5. Organise more seminar, workshops and other academic program.
6. To organise sports tournament
7. To promote culture and art among students.
8. To encourage the conservation of natural heritage and make campus more eco friendly with student inclusive approach.
9. Construction and maintenance of infrastructure of the college.