



YEARLY STATUS REPORT - 2022-2023

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	iqacbilasiparacollege@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))	https://bilasiparacollege.org/assets/kcfinder/upload/files/AQAR%202021-22.pdf				
4. Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://bilasiparacollege.org/iqa_c12ghy_log/acalender.php				
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		
• Upload latest notification of formation of IQAC	View File				

9.No. of IQAC meetings held during the year	04	
<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? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
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)		
<p>1. Anti-Ragging Awareness Programme (21/08/2023) 2. Awareness Programme against Child Marriage (31/08/2023) 3. Awareness Programme against Child Marriage (May, 2023) 4. An Awareness Programme against the harmful effects of consuming Drugs and Tobacco (December, 2022) 5. Carrier Counselling and Entrepreneurship Programme (May, 2023) 6. Special Talk on Philosophy and Literature (17.05.2023) 7. Cancer extensive Counselling Programme on Cancer Awareness and Couselling(17.06.2023) 8. Horizon of Valour and Courage of Bir Chilarai: A Saga of Gauravmay Itihas of Bharat(07.02.2023) 9. Implementation of NEP-2020 FYUGP Semester-I Arts and Science Syllabi(25/07/2023)</p>		
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	
<p>1. To collect and analyse feedback from students, employees and alumni and to take action on the feedback</p>	<p>Feedback from students, employees and alumni were collected, analysed and action has been taken</p>	
13.Whether the AQAR was placed before statutory body?	Yes	
<ul style="list-style-type: none"> Name of the statutory body 		

Name	Date of meeting(s)
GOVERNING BODY, BILASIPARA COLLEGE	30/04/2024

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022-2023	21/02/2024

15. Multidisciplinary / interdisciplinary

As an affiliated college, it follows the syllabus of Gauhati University in each subject that aims at multidisciplinary and holistic approach. The syllabus of different subjects includes multidisciplinary and holistic issues like gender, environment, sustainable development, human values and professional ethics. All classes, practical and project reports are made on the basis of the guidelines of the affiliating university.

16. Academic bank of credits (ABC):

The College is planning to get the students enrolled in the portal and is consulting the affiliating university (Gauhati University). From the Academic Session 2023-24, the student enrolment of 1st semester classes have been done on the basis of the Samarth Portal (as designed by the Govt of Assam)

17. Skill development:

At present the college runs various skill enhancement courses as per the syllabus formed by the affiliating university. Each and every department have their own skill enhancement courses. With a view to promote skill development among the students, Bilasipara College has planned to introduce add on course from the next academic session.

18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

1) The College organizes Yoga training programme for both staff and the students.

2) The college is considering to introduce course on Indian Studies once the FYUGP, which would be

started from the Academic Session 2023-24 as notified by Gauhati University.

3) The college organises various national and international days in order to inculcate the Indian values and ethics among the students and the faculty members.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The courses taught in the college are prescribed by the affiliating University (Gauhati university). The

course has specified objectives and these are taught keeping in mind the course objectives, so that at the end of the course, the students are equipped with the knowledge and skill targeted by a particular course. This is tested through internal and external examination.

20.Distance education/online education:

The college offers UG and PG programmes through open and distance learning. The college has the study centres of Krishna Kanta Handiqui State Open University and Gauhati University.

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	View File

2.Student

2.1 2422

Number of students during the year

File Description	Documents
Data Template	View File

2.2 **481**

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 **373**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 **38**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 **38**

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	View File

2. Student

2.1	2422
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	481
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	373
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	38
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	38
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	13480973
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	48
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	View File
Link for Additional information	https://bilasiparacollege.org/departments.php

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.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://bilasiparacollege.org/

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

C. Any 2 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	View File

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	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

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	View File
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

6

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

146

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

A. All 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)	View File
Any additional information(Upload)	View File

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	View File
URL for feedback report	https://bilasiparacollege.org/iqac12ghy_log/minutes.php

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

2422

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

471

File Description	Documents
Any additional information	View File
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 intracollege 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	https://bilasiparacollege.org/vision&mission.php
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
2422	64

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	View File
Link for additional information	https://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	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://bilasiparacollege.org/online/attendance/staff.php

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

38

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

38

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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	View File
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

38

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 co-ordinates all the internal examinations of the college before the commencement of the CBCS/NEP-2020 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/NEP-2020, 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	https://bilasiparacollege.org/departments.php

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	View File
Link for additional information	https://bilasiparacollege.org/courses.php

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	View File
Paste link for Additional information	https://bilasiparacollege.org/departments.php
Upload COs for all courses (exemplars from Glossary)	View File

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	View File
Paste link for Additional information	https://bilasiparacollege.org/departments.php

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

373

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	View File
Paste link for the annual report	https://bilasiparacollege.org/annual_report.php

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://bilasiparacollege.org/student_satisfaction.php

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	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
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

05

File Description	Documents
Report of the event	View File
Any additional information	View File
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

08

File Description	Documents
Any additional information	View File
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

13

File Description	Documents
Any additional information	View File
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

Various Department, NSS and NCC Bilasipara College have organized different programmes to sensitize students against Child Marriage, which is a common social evil among the local people. The NSS has also carried out 'tree plantation' and distribution of Saplings with active participation of students, teachers and other community representatives. Different Departments of the College, in collaboration with IQAC, NSS, NCC and Women cell have arranged several cleanliness drives in different places of the State with a view to pass on the message for plastic free environment. Moreover, for creating general awareness amongst the student's important days and occasions like International Women's Day, World Environment Day, Voter's Day etc. are observed with active participation of the students and local community. Career oriented programme have been organized to alter student's interest in different career options.

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

02

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

10

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
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

2045

File Description	Documents
Report of the event	View File
Any additional information	View File
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

06

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	View File

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	View File
Paste link for additional information	https://bilasiparacollege.org/

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	View File
Paste link for additional information	https://forms.gle/CZVMqZbLe9xf5ZEg7

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

48

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

48

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://bilasiparacollege.org/
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)

1030826.44

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
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 ILM since 2012.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://bilasiparacollege.org/library_status.php

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	View File
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)

13,10,886.78

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
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

teacher 22 and student 87

File Description	Documents
Any additional information	View File
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 microphones system and speakers were installed. College is also availing the lease line internal facility from BSNL.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://bilasiparacollege.org/

4.3.2 - Number of Computers

48

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

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	View File

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)

13480973

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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	View File
Paste link for additional information	https://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

593

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
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	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

D. 1 of the above

File Description	Documents
Link to institutional website	https://bilasiparacollege.org/
Any additional information	View File
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

36

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

36

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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	View File
Details of student grievances including sexual harassment and ragging cases	View File

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

43

File Description	Documents
Self-attested list of students placed	View File
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

83

File Description	Documents
Upload supporting data for student/alumni	View File
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

36

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

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.

02

File Description	Documents
e-copies of award letters and certificates	View File
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)	View File

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	https://bilasiparacollege.org/
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

20

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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)	View File

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	View File

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 decisions 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	https://bilasiparacollege.org/annual_report.php
Upload any additional information	View File

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 cocurricular 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	https://bilasiparacollege.org/governingbody.php
Upload any additional information	View File

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	View File
Paste link for additional information	https://bilasiparacollege.org/vision&mission.php
Upload any additional information	View File

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	https://bilasiparacollege.org/
Link to Organogram of the Institution webpage	https://bilasiparacollege.org/
Upload any additional information	View File

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	View File
Screen shots of user interfaces	View File
Any additional information	View File
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 non-teaching 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 setup 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	https://bilasiparacollege.org/
Upload any additional information	View File

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	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

01

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
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 non-teaching 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://bilasiparacollege.org/student_satisfaction.php
Upload any additional information	View File

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 2022-23.

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	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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 timeframe. 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

IQAC, Bilasipara College is a vital component of the institution and is working like the engine of the institution. It has been a part of all major decisions taken and executed in the institution during

the session. It designs scholastic and non-scholastic programme for the session 2022-23 and helps the college administration to make a quality execution of the same. IQAC organises workshop, training program for faculty members periodically to upgrade teaching learning process specially development of e-content and video lecture. The IQAC has taken initiatives for online admission.

Professional training program for both teaching and non-teaching staff. Also it has encouraged and collaborated with different departments to organise workshops, talk program, seminars , etc for

the greater interest of the institution

File Description	Documents
Paste link for additional information	https://bilasiparacollege.org/iqac_notification.php
Upload any additional information	View File

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

IQAC committee have been formed as per the guidelines of NAAC. The committee comprises of senior faculties with much experience. They chalk out plan of action at the beginning of the year. which is followed throughly over the year. The institution reviews its teaching learning process, structures and methodologies of operations and learning outcomes at periodic intervals through IQAC set up.

File Description	Documents
Paste link for additional information	https://bilasiparacollege.org/iqac_committee.php
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)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://bilasiparacollege.org/iqac12ghy_log/annual_report.php
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
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

The college promotes gender sensitivity by organising programme and activities for creating safe, secure and healthy environment on the campus. International Women's day is observed on 8th March every year. Special care is taken that in the formation of committees of the college; members from both genders are included as members. Safety and security: The College has

1. Day and night security guards on the campus.
2. The anti-ragging cell to look after any kind of ragging on the campus.
3. Anti-sexual harassment cell to look after any kind of gender based incidents.
4. A Girls' hostel with a designated Superintendent in it.

The college has a well defined counselling system for students. Each teacher mentors a group of students. This improves student-teacher relationship. The students can directly approach their mentors for any problems they face. The college also provides a common room for girls. The college prepare the annual gender sensitization action plan for further development.

File Description	Documents
Annual gender sensitization action plan	<p><u>Annual Gender Sensitization Action Plan</u> <u>Women Empowerment and gender equality are one of the primary concerns of Bilasipara College, Bilasipara. Annual gender sensitization action plan is devised to conduct various gender sensitization activities on regular basis. Objective: To promote gender equality, inclusiveness, tolerance, harmony among the students and staff leading to women empowerment. Annual Gender Sensitization Action Plan: (a) To create and promote safe and secure environment to achieve gender equality and to ensure respectful and dignified behaviour at all levels. (b) To conduct Awareness programme for the girls students regarding self-defence and female foeticide, etc (c) Promoting activities pertaining to health, cleanliness, personal hygiene and nutrition. (d) To organize workshops aiming to deal with the</u></p>

	<p><u>critical situations with courage and using presence of mind. (e) To conduct activities for students regarding entrepreneurship development and career enhancement. (f) Addressing issues like depression, frustration arising out of failures through counselling sessions. (g) To organize workshops related to cybercrime, safety and security especially for the girls students in the institution. (h) To prepare and use Student' code of conduct that promotes gender equality in the institution. (i) Regular problem solving, counselling and encouragement through the Guardian-Teacher meeting. (j) To encourage the girls students to join NCC and NSS and ensure equal rights and participations in regular cultural activities. (k) To follow "No Discrimination Policy" in all areas of academic and administrative matters. (l) All the college committees should include women employees in appropriate numbers.</u></p>
<p>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</p>	<p><u>Bilasipara College provides specific facilities for women in terms of: a. Safety and security for girls students and women staff b. Counseling c. Separate Girls' Common Rooms d. Urinal for Girls' as and as well as Women Faculty members e. The entire college under CCTV surveillance f. Women Hostel.</u></p>

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

The college has an effective mechanism for solid waste management. Two types of dustbins are used to collect the solid waste (both bio-degradable and non bio-degradable) produced on the campus. The waste produced on the campus is collected and is carried weekly by a vehicle of the local municipal corporation, Bilasipara.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
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	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: C. Any 2 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

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

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	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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).

Bilasipara College provides an inclusive environment for everyone by inculcating the values of tolerance and harmony towards cultural, regional, linguistic and other diversities. The college organises different sports and cultural programmes among students to promote harmony among one another. The college has a code of conduct for students, and the teaching and non teaching staff that has to be followed by each one of them irrespective of their diversity. In the events organized by the College (like Yoga Day, women's Day Independence Day etc) everyone can participate irrespective of their racial and cultural background. Further, the college has five language departments (Assamese, Bengali, Hindi, Arabic and English) offering students with more MIL choices. Different cells in the college like Anti-ragging, Grievances Redressed cell, Anti-sexual Harassment Cell are constituted by the college to main the spirit of mutual understanding and respect among students.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

The vision and mission of the college are to make its stakeholders become good citizens. In order to sensitise students and employees

of the college, various programmes are organized. The college celebrates different National Days such as Independence Day, Republic Day etc. On such occasions all Stakeholders remembers their rights, duties and responsibilities towards to greater society. Besides, under the initiative of the IQAC all teaching, non-teaching staff and students take part in different sensitisation programmes such as College Week, National Voter's Day, Constitution Day, Fatheha Dohaz Daham, Saraswati Puja Etc. The teachers also perform their duties as evaluators, trainers, officers, etc on different occasions such as the General elections, Gunotsav, NRC etc. To sensitise the students about their duties and responsibilities as a civil citizen, NSS and NCC units of the college has taken various endeavours of social services through its students. The NSS unit have taken various measures to sensitise people about environmental issues and Sachha Barat Mission and take active part in cleanliness derive, tree plantation derive etc.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

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

File Description	Documents
Code of ethics policy document	View File
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	View File

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

Various National and International days are observed and celebrated in the college campus every year. The college celebrates Independence Day and Republic Day under the national campaign "Azadi ka Amrit Mahatsav" which glorifies the 75th years of Independence. On such occasions various programmes have been arranged. The college students also take part in essay writing competition on the occasion of 500 year birth day celebration of Bir Lachit Barphukan. Three major International Days has been celebrated in the college campus, such as International Yoga Day, International Women's Day and World Environmental Day.

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	View File
Any other relevant information	View File

7.2 - Best Practices

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

During 2022-23 Bilasipara College undertake two Best Practices. These are-

1. TITLE OF THE PRACTICE: STUDENT MENTORING STUDENT (SMS)
PROGRAMME Mentoring is a relationship in which more experienced

person guides the development of a less experienced person. In an educational institution, mentoring can be done in three ways: Mentoring: From Students Mentoring: From Teachers Mentoring: From Professionals So far student to student mentoring is concerned; a senior student becomes a mentor to a junior student.

1. Use of Social Media Platform for Communication Use of communication is an important component of modern education. With help of information and technology a large section of the student community can be covered within a very short period of time. Bilasipara College has also utilized the information and technology to cover the large section of the community. For this reason college itself and various departments have opened their facebook, Whatsapp pages and Youtube Channel. The primary objectives of this practice as under: (i) To provide day-to-day academic information to the students. (ii) To provide the administrative information (such as admission, examination, registration etc) to the students. (iii) To preserve the data regarding various college events digitally for future use.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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. 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/NSS helped people 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	View File
Link for Additional information	https://bilasiparacollege.org/departments.php

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.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://bilasiparacollege.org/

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

C. Any 2 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	View File

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	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

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 theCollege campus by the Principal. 5) Observance of World Environment Day, Forest Week. 6) Upholding values of multiculturalism, egalitarianism, diversityand gender empowerment through functions like the Annual Programme, Independence and Republic Day celebrations and throughsuch other activities.

File Description	Documents
Any additional information	View File
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

6

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

146

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**

A. All 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)	View File
Any additional information(Upload)	View File

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	View File
URL for feedback report	https://bilasiparacollege.org/iqac12ghy_1og/minutes.php

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

2422	
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	
471	
File Description	Documents
Any additional information	View File
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	
<p>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:-</p> <ul style="list-style-type: none"> • 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 intracollege competitions. • Special lectures by eminent speakers from various fields. • Opportunities for publication in departmental students' Wall Magazines <p>Identification of weak students made on the basis of interactions and assessment tests during classes. The</p>	

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	https://bilasiparacollege.org/vision&mission.php
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
2422	64

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	View File
Link for additional information	https://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	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://bilasiparacollege.org/online/attendance/staff.php

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

38

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

38

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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	View File
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

38

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 co-ordinates all the internal examinations of the college before the commencement of the CBCS/NEP-2020 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/NEP-2020, 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	https://bilasiparacollege.org/departments.php

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	View File
Link for additional information	https://bilasiparacollege.org/courses.php

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	View File
Paste link for Additional information	https://bilasiparacollege.org/departments.php
Upload COs for all courses (exemplars from Glossary)	View File

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	View File
Paste link for Additional information	https://bilasiparacollege.org/departments.php

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

373

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	View File
Paste link for the annual report	https://bilasiparacollege.org/annual_report.php

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://bilasiparacollege.org/student_satisfaction.php

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	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
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

05

File Description	Documents
Report of the event	View File
Any additional information	View File
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**

08

File Description	Documents
Any additional information	View File
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**

13

File Description	Documents
Any additional information	View File
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

Various Department, NSS and NCC Bilasipara College have organized different programmes to sensitize students against Child Marriage, which is a common social evil among the local people. The NSS has also carried out 'tree plantation' and distribution of Saplings with active participation of students, teachers and other community representatives. Different Departments of the College, in collaboration with IQAC, NSS, NCC and Women cell have arranged several cleanliness drives in different places of the State with a view to pass on the message for plastic free environment. Moreover, for creating general awareness amongst the student's important days and occasions like International Women's Day, World Environment

Day, Voter's Day etc. are observed with active participation of the students and local community. Career oriented programme have been organized to alter student's interest in different career options.

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

02

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

10

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
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

2045

File Description	Documents
Report of the event	View File
Any additional information	View File
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

06

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	View File

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	View File
Paste link for additional information	https://bilasiparacollege.org/

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	View File
Paste link for additional information	https://forms.gle/CZVMqZbLe9xf5ZEg7

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

48

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

48

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://bilasiparacollege.org/
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)

1030826.44

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
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	View File
Paste link for Additional Information	https://bilasiparacollege.org/library_status.php

4.2.2 - The institution has subscription for the following e-resources e-journals e-

E. None of the above

ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	View File
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)

13,10,886.78

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
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

teacher 22 and student 87

File Description	Documents
Any additional information	View File
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	View File
Paste link for additional information	https://bilasiparacollege.org/

4.3.2 - Number of Computers

48

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

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	View File

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)

13480973

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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	View File
Paste link for additional information	https://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

593

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
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	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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	D. 1 of the above
File Description	Documents
Link to institutional website	https://bilasiparacollege.org/
Any additional information	View File
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	
36	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
36	
File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File
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	View File
Details of student grievances including sexual harassment and ragging cases	View File

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

43

File Description	Documents
Self-attested list of students placed	View File
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

83

File Description	Documents
Upload supporting data for student/alumni	View File
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

36

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

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.**

02

File Description	Documents
e-copies of award letters and certificates	View File
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)	View File

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	https://bilasiparacollege.org/
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

20

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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)	View File

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	View File

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 decisions 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	https://bilasiparacollege.org/annual_report.php
Upload any additional information	View File

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 cocurricular 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	https://bilasiparacollege.org/governingbody.php
Upload any additional information	View File

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	View File
Paste link for additional information	https://bilasiparacollege.org/vision&mission.php
Upload any additional information	View File

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	https://bilasiparacollege.org/
Link to Organogram of the Institution webpage	https://bilasiparacollege.org/
Upload any additional information	View File

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	View File
Screen shots of user interfaces	View File
Any additional information	View File
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 non-teaching 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 setup 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	https://bilasiparacollege.org/
Upload any additional information	View File

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	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

01

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

32

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
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 andnonteaching staff:There is an Internal Performance Appraisal system for all itsstaff 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 theoverallperformance annually or as per requirement. Online feedback isalso obtained from all staffs time to time. All these are scrutinized and assessed by the Principal. The Principal furthercommunicates the outcome with the staff members in a completelyconfidential manner.

File Description	Documents
Paste link for additional information	https://bilasiparacollege.org/student_sat_isfaction.php
Upload any additional information	View File

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 2022-23.

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	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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 timeframe. 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

IQAC, Bilasipara College is a vital component of the institution and is working like the engine of the institution. It has been a part of all major decisions taken and executed in the institution during

the session. It designs scholastic and non-scholastic programme for the session 2022-23 and helps the college administration to make a quality execution of the same. IQAC organises workshop, training program for faculty members periodically to upgrade teaching learning process specially development of e-content and video lecture. The IQAC has taken initiatives for online admission.

Professional training program for both teaching and non-teaching staff. Also it has encouraged and collaborated with different departments to organise workshops, talk program, seminars , etc for

the greater interest of the institution

File Description	Documents
Paste link for additional information	https://bilasiparacollege.org/igac_notification.php
Upload any additional information	View File

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

IQAC committee have been formed as per the guidelines of NAAC. The committee comprises of senior faculties with much experience. They chalk out plan of action at the beginning of the year. which is followed throughly over the year. The institution reviews its teaching learning process, structures and methodologies of operations and learning outcomes at periodic intervals through IQAC set up.

File Description	Documents
Paste link for additional information	https://bilasiparacollege.org/igac_committee.php
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)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://bilasiparacollege.org/igac12ghy_1og/annual_report.php
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
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

The college promotes gender sensitivity by organising programme and activities for creating safe, secure and healthy environment on the campus. International Women's day is observed on 8th March every year. Special care is taken that in the formation of committees of the college; members from both genders are included as members. Safety and security: The College has

1. Day and night security guards on the campus.
2. The anti-ragging cell to look after any kind of ragging on the campus.
3. Anti-sexual harassment cell to look after any kind of gender based incidents.
4. A Girls' hostel with a designated Superintendent in it.

The college has a well defined counselling system for students. Each teacher mentors a group of students. This improves student-teacher relationship. The students can directly approach their mentors for any problems they face. The college also provides a common room for girls. The college prepare the annual gender sensitization action plan for further development.

File Description	Documents
Annual gender sensitization action plan	<p><u>Annual Gender Sensitization Action Plan</u></p> <p><u>Women Empowerment and gender equality are one of the primary concerns of Bilasipara College, Bilasipara. Annual gender sensitization action plan is devised to conduct various gender sensitization activities on regular basis. Objective: To promote gender equality, inclusiveness, tolerance, harmony among the students and staff leading to women empowerment. Annual Gender Sensitization Action Plan: (a) To create and promote safe and secure environment to achieve gender equality and to ensure respectful and dignified behaviour at all levels. (b) To conduct Awareness programme for the girls students regarding self-defence and female foeticide, etc (c) Promoting activities pertaining to health, cleanliness, personal hygiene and nutrition. (d) To organize workshops aiming to deal with the critical situations with courage and using presence of mind. (e) To conduct activities for students regarding entrepreneurship development and career enhancement. (f) Addressing issues like depression, frustration arising out of failures through counselling sessions. (g) To organize workshops related to cybercrime, safety and security especially for the girls students in the institution. (h) To prepare and use Student' code of conduct that promotes gender equality in the institution. (i) Regular problem solving, counselling and encouragement through the Guardian-Teacher meeting. (j) To encourage the girls students to join NCC and NSS and ensure equal rights and participations in regular cultural activities. (k) To follow "No Discrimination Policy" in all areas of academic and administrative</u></p>

	matters. (1) All the college committees should include women employees in appropriate numbers.
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	Bilasipara College provides specific facilities for women in terms of: a. Safety and security for girls students and women staff b. Counseling c. Separate Girls' Common Rooms d. Urinal for Girls' as and as well as Women Faculty members e. The entire college under CCTV surveillance f. Women Hostel.
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	
The college has an effective mechanism for solid waste management. Two types of dustbins are used to collect the solid waste (both bio-degradable and non bio-degradable) produced on the campus. The waste produced on the campus is collected and is carried weekly by a vehicle of the local municipal corporation, Bilasipara.	

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
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	View File

7.1.5 - Green campus initiatives include

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

- 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**

C. Any 2 of the above

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

E. None of the above

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

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	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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).

Bilasipara College provides an inclusive environment for everyone by inculcating the values of tolerance and harmony towards cultural, regional, linguistic and other diversities. The college organises different sports and cultural programmes among students to promote harmony among one another. The college has a code of conduct for students, and the teaching and non teaching staff that has to be followed by each one of them irrespective of their diversity. In the events organized by the College (like Yoga Day, women's Day Independence Day etc) everyone can participate irrespective of their racial and cultural background. Further, the college has five language departments (Assamese, Bengali, Hindi, Arabic and English) offering students with more MIL choices. Different cells in the college like Anti-ragging, Grievances Redressed cell, Anti-sexual Harassment Cell are constituted by the college to main the spirit of mutual understanding and respect among students.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

The vision and mission of the college are to make its stakeholders become good citizens. In order to sensitise students and employees of the college, various programmes are organized. The college celebrates different National Days such as Independence Day, Republic Day etc. On such occasions all Stakeholders remembers their rights, duties and responsibilities towards to greater society. Besides, under the initiative of the IQAC all teaching, non-teaching staff and students take part in different sensitisation programmes such as College Week, National Voter's Day, Constitution Day, Fatheha Dohaz Daham, Saraswati Puja Etc. The teachers also perform their duties as evaluators, trainers, officers, etc on different occasions such as the General elections, Gunotsav, NRC etc. To sensitise the students about their duties and responsibilities as a civil citizen, NSS and NCC units of the

college has taken various endeavours of social services through its students. The NSS unit have taken various measures to sensitise people about environmental issues and Sachha Barat Mission and take active part in cleanliness derive, tree plantation derive etc.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

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	View File
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	View File

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

Various National and International days are observed and celebrated in the college campus every year. The college celebrates Independence Day and Republic Day under the national campaign "Azadi ka Amrit Mahatsav" which glorifies the 75th

years of Independence. On such occasions various programmes have been arranged. The college students also take part in easy writing competition on the occasion of 500 year birth day celebration of Bir Lachit Barphukan. Three major International Days has been celebrated in the college campus, such as International Yoga Day, International Women's Day and World Environmental Day.

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	View File
Any other relevant information	View File

7.2 - Best Practices

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

During 2022-23 Bilasipara College undertake two Best Practices. These are-

1. TITLE OF THE PRACTICE: STUDENT MENTORING STUDENT (SMS) PROGRAMME Mentoring is a relationship in which more experienced person guides the development of a less experienced person. In an educational institution, mentoring can be done in three ways: Mentoring: From Students Mentoring: From Teachers Mentoring: From Professionals So far student to student mentoring is concerned; a senior student becomes a mentor to a junior student.

1. Use of Social Media Platform for Communication Use of communication is an important component of modern education. With help of information and technology a large section of the student community can be covered within a very short period of time. Bilasipara College has also utilized the information and technology to cover the large section of the community. For this reason college itself and various departments have opened their facebook, Whatsapp pages and Youtube Channel. The primary objectives of this practice as under: (i) To provide day-to-day academic information to the students. (ii) To provide the administrative information (such as admission, examination,

registration etc) to the students. (iii) To preserve the data regarding various college events digitally for future use.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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. 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/NSS helped people by posting information about availability of blood, oxygen supply, Hospital beds etc.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

1. More Career Counselling sessions to be held regularly
2. More students' and teachers' exchange programmes to be organised in collaboration with the institutions with which College has MoU.
3. More Seminar and Cultural programmes to be organised.
4. Programmes for implementation of NEP 2020 to be organised and a task for implementation of recommendations of NEP 2020 to be activated.
5. Renovation of existing infrastructure, such as extension of class room, laboratory, Digital classroom etc.
6. Students' and other stakeholders' Feedback to be collected regularly and analysed for taking appropriate action.

7. Garbage disposal measures is to be streamlined.