

The Annual Quality Assurance Report (AQAR) of the IQAC (July 1, 2013 to June 30, 2014)

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC.

Part – A

I. Details of the Institution

| | |
|--------------------------------------|--|
| 1.1 Name of the Institution | Bikali College |
| 1.2 Address Line 1 | Dhupdhara |
| Address Line 2 | P.O. Dhupdhara |
| City/Town | Dhupdhara |
| State | Assam |
| Pin Code | 783 123 |
| Institution e-mail address | bikalicollege@gmail.com bikalicollege@rediffmail.com |
| Contact Nos. | 03663 284331 |
| Name of the Head of the Institution: | Dr.Malina Rabha |

Tel. No. with STD Code:

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID

1.4 NAAC Executive Committee No. & Date:

1.5 Website address:

Web-link of the AQAR:

1.6 Accreditation Details

| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-----------------------|-------|--------------|-----------------------|-----------------|
| 1 | 1 st Cycle | C++ | Cix Wi 68 | 2004 | 2011 |
| 2 | 2 nd Cycle | B | 2.13 | 2010 | 2016 |
| 3 | 3 rd Cycle | - | - | - | - |
| 4 | 4 th Cycle | - | - | - | - |

1.7 Date of Establishment of IQAC : DD/MM/YYYY

05/02/ 2009

1.8 AQAR for the year

2013-14

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))

- i. AQAR 2009-10 submitted to NAAC on (12/06/2014)
- ii. AQAR 2010-11 submitted to NAAC on (12/06/2014)
- iii. AQAR 2011-12 submitted to NAAC on (12/06/2014)
- iv. AQAR 2012-13 submitted to NAAC on (12/06/2014)
- v. AQAR 2013-14 submitted to NAAC on (16/12/2014)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

- i. 3 months Start Up certificate Course in Computers
- ii. 3 months certificate Course in Tally
- iii. 6 months Diploma Course in Start Up and DTP.
- iv. 1 Year Diploma Course Hardware and Networking
- v. Certificate Course in Mass Communication and Journalism.
- vi. 3 months certificate course in Spoken English and Personality Development
- vii. 3 months certificate course in GIS and Remote Sensing.

1.12 Name of the Affiliating University

Gauhati University

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

-

University with Potential for Excellence

-

UGC-CPE

-

DST Star Scheme

-

UGC-CE

-

UGC-Special Assistance Programme

-

DST-FIST

-

UGC-Innovative PG programmes

-

any other (Specify)

-

UGC-COP Programmes

01

2. IQAC Composition and Activities

| | |
|---|---|
| 2.1 No. of Teachers | <input type="text" value="10"/> |
| 2.2 No. of Administrative/Technical staff | <input type="text" value="03"/> |
| 2.3 No. of students | <input type="text" value="01"/> |
| 2.4 No. of Management representatives | <input type="text" value="03"/> |
| 2.5 No. of Alumni | <input type="text" value="02"/> |
| 2.6 No. of any other stakeholder and community representatives | <input type="text" value="02"/> |
| 2.7 No. of Employers/ Industrialists | <input type="text" value="01"/> |
| 2.8 No. of other External Experts | <input type="text" value="01"/> |
| 2.9 Total No. of members | <input type="text" value="23"/> |
| 2.10 No. of IQAC meetings held | <input type="text" value="04"/> |
| 2.11 No. of meetings with various stakeholders: | No. <input type="text" value="06"/> Faculty <input type="text" value="03"/> |
| Non-Teaching Staff | <input type="text" value="3"/> |
| Students | <input type="text" value="3"/> |
| Alumni | <input type="text" value="1"/> |
| Others | <input type="text" value="1"/> |
| 2.12 Has IQAC received any funding from UGC during the year? | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| If yes, mention the amount | <input type="text" value="Nil"/> |

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

A. Institutional Level :

- i. Popular talk and Group Discussion on the Life and Works of Mahatma Gandhi on October 2, 2013 organised by Gandhian Study Centre.
- ii. Observance of birth anniversary of Dr.B.R.Ambedkar on April 14, 2014 by organizing group discussion and quiz competition in presence of the students and teachers.
- iii. A motivational programme on Local Resource based Entrepreneurship on June 12, 2014 organised by Career Guidance and Counselling Cell.
- iv. Symposia on Value Education on June 21, 2014 organised by Women's Cell.
- v. A regional seminar on "Environment and Development: North East Perspectives" on June 26, 2014 organised by Department of Geography.

2.14 Significant Activities and contributions made by IQAC

In pursuance to the plan of action of the institution the IQAC has concentrated on the following aspects:

- i. Visioning on a healthy academic atmosphere, the IQAC has emphasised on involvement of the faculties in research works and participate in orientation-refresher courses and other career advancement programmes.
- ii. The IQAC prioritises greater benefits for the students, therefore it stressed on supplying improved study materials to students, use of appropriate teaching aids, organising group discussions, seminars, symposia, holding sessional exams, class tests etc at regular intervals.
- iii. Field trips, project assignments etc. were given importance so as to involve the students, and supplement them with practical knowledge to enhance their applicability.
- iv. To foster the student support mechanism IQAC emphasized on special counselling, extension services, co-curricular activities and participation in sports and cultural events.
- v. IQAC is involved in monitoring the construction work of two spacious classrooms as well as the construction of an indoor stadium which is in progress.
- vi. IQAC has resorted to all efforts to sustain a healthy academic atmosphere with a team spirit among the stake holders of the institution.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

| Plan of Action | Achievements |
|--|--|
| <p>i. Constituent body will make arrangement for publishing the prospectus cum academic calendar</p> | <p>As per plan of IQAC the prospectus cum academic calendar was published on time.</p> |
| <p>ii. IQAC will monitor the timely completion of course contents and holding of sessional/internal examinations as per the academic calendar.</p> | <p>Internal/sessional examinations were conducted and results were declared according to schedule.</p> |
| <p>iii. Faculties will be encouraged to participate in Refresher/Orientation courses and adopt research projects etc.</p> | <p>In regards to academic advancement one faculty member was awarded the doctoral degree, nine faculty members presented papers in various national seminars, four members presented paper in a regional seminar, three attended seminars, three attended conference, and five attended workshops. One faculty members enrolled in PhD programme under GU.</p> |
| <p>iv. Field trips, project assignments are to be continued as per the syllabus.</p> | <p>Students of fourth semester of BA programme went on field trip and prepared project report as a part of their course on Environmental Studies.</p> |

| | |
|--|--|
| <p>v. Constituent bodies will engage the faculties and students in academic, co-curricular and extension activities.</p> | <p>The Dept. Of Geography had organised a regional level seminar on “Environment and Development”.</p> <p>Five extension events were organised at the institutional level. NSS , Vasundhara Nature Club, Career Counselling and guidance cell and departmental study centres performed various extension and academic related activities.</p> <p>Two NSS volunteers participated in North East inter region youth festival in Itanagar, Arunachal Pradesh.</p> <p>Besides a cultural group from students of the college performed chorus (Jatiya sangeet “ o mur aponar desh”) at various cultural meet in different places of Assam as a part of Samannay Yatra on the occasion of birth centenary programmes of Lakshminath Bezbaroa, one of the great literary figure of Assam.</p> <p>The Football team of Bikali College had won the championship in the Football Tournament organized by the JN college Golden Jubilee Celebration Committee.</p> <p>Beside the college events students have also participated in sports and cultural events organised by GU and other local bodies.</p> |
|--|--|

| | |
|---|---|
| <p>vi. Students' bodies such as Bikali College Students' Union, Rabha Literary Society, Bodo Literary Society will be urged to organise extension work.</p> | <p>As per the tradition of the institution different extension and co curricular activities were organised. Both the literary societies published wall magazines and also organised different cultural and literary activities</p> |
| <p>vii. To sustain the academic zeal of the institution IQAC shall monitor the activities of the departments as well as constituent bodies from time to time.</p> | <p>IQAC has been successful in maintaining a congenial academic atmosphere in the college.</p> |
| <p>viii. The progress of the ongoing infrastructural development works will be looked after.</p> | <p>IQAC is satisfied with the ongoing construction work of the indoor stadium, progress work of the student centre building and evaluation centre along with a class room.</p> <p>The college authority initiated to open both the programmes and the response is found to be positive.</p> |
| <p>ix. As per the demand from the local outgoing graduates and drop outs, IQAC intends to suggest MA course in Assamese and a centre of K.K.Handique Open University.</p> | |
| <p>x. For expediting academic as well as</p> | <p>The mentioned departments have been re-accommodated to the newly constructed</p> |

| | |
|--|---------------------------------|
| <p>administrative efficiency IQAC has suggested to re-accommodate some of the departments – Economics, Education, History, Geography, Maths, Political Science and Assamese to spacious departments.</p> | <p>Administrative Building.</p> |
|--|---------------------------------|

- *Attach the Academic Calendar of the year as Annexure. (Attached)*

2.16 Whether the AQAR was placed in statutory body Yes No
 Management Syndicate Any other body

Provide the details of the action taken.

In pursuance to the plan of action, the IQAC along with the college authority has adopted the following activities for the all round development of the institution.

- The prospectus cum academic calendar was published on time by the respective constituent body and was distributed to all stake holders.
- In response to the proposal to open PG programme in Assamese the Gauhati University had given permission to introduce the said programme from the academic session 2013-14.
- As per the plan of action IQAC has successfully opened a study centre of K.K.Handique Open University (KKHOU) in the institution from May, 2014.
- The college has implemented all evaluation programmes such as internal, sessional examinations according to the schedule.
- In regards to academic advancement one faculty member was awarded the doctoral degree, nine faculty members presented papers in various national seminars, four members presented paper in a regional seminar, three attended seminars and five attended workshops. One faculty member enrolled in PhD programme under GU. Besides two faculties participated as resource persons in a seminar on ‘Local Resource-based Entrepreneurship’ organised by the Career Counselling Cell of the college on June 2014.
- Five academic events at an institutional level were conducted by different constituent bodies of the institution. Popular talk and Group Discussion on the Life and Works of Mahatma Gandhi was organised by Gandhian Study Centre, observance of birth anniversary of Dr.B.R.Ambedkar by organizing group discussion and quiz competition in presence of the students and teachers. A motivational programme on Local Resource based Entrepreneurship was organised by Career Guidance and Counselling Cell, a symposia on Value Education organised by Women’s Cell and a regional seminar on “Environment and Development: North East Perspectives” was organised by Department of Geography.
- Field trips and associated works were conducted for students of fourth semester of BA programme for the fulfilment of their course contents.
- The scheduled extension and academic related activities were undertaken by NSS, Vasundhara Nature Club, Women’s Cell, Career Counselling and guidance cell and other departmental study centres. Students have also participated in sports and cultural events organised by GU and other local bodies

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
|------------------------|-------------------------------|--|-------------------------------------|--|
| PhD | | | | |
| PG | 01 | | | |
| UG | 02 | | | |
| PG Diploma | 01 | | | |
| Advanced Diploma | | | | |
| Diploma | 01 | | | |
| Certificate | 04 | | 02 | |
| Others | 02 | | | |
| Total | 11 | | | |
| Interdisciplinary | | | 02 | |
| Innovative | | | | |

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

| Pattern | Number of programmes |
|-----------|----------------------|
| Semester | 03 |
| Trimester | nil |
| Annual | nil |

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Revision or update of syllabi is assigned with the affiliating University, GU. However, faculties from various departments of the college are involved in the process of the revision and update of the syllabi whenever called for by the concerned syllabus committee.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Considering the need of the locality, Post Graduate Programme in Assamese under GU has been introduced this year with an intake capacity of thirty students.

A study centre of K.K.Handique Open University (KKHOU) has been opened in the institution in May, 2014.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

| Total | Asst. Professors | Associate Professors | Professors | Others |
|-------|------------------|----------------------|------------|--------|
| 45 | 34 | 11 | - | - |

2.2 No. of permanent faculty with Ph.D.

08

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

| Asst. Professors | | Associate Professors | | Professors | | Others | | Total | |
|------------------|---|----------------------|----|------------|---|--------|---|-------|---|
| R | V | R | V | R | V | R | V | R | V |
| - | - | - | -- | - | - | - | - | - | - |

2.4 No. of Guest and Visiting faculty and Temporary faculty

02

-

01

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended | | 3 | - |
| Presented papers | 1 | 8 | 4 |
| Resource Persons | | - | 4 |

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Teaching and learning in the institution has been prioritised for the greater benefit of the students. Therefore the institution has emphasised on the following aspects.

- i. Students are involved in presentation of seminar paper in the departments and are given home assignments which they have to submit within a stipulated time.
- ii. Students are made to prepare field reports based on their educational trips to local areas or areas concerned with the departments.
- iii. Teachers use ICT and their convenient teaching aids.

2.7 Total No. of actual teaching days during this academic year

184

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Bikali College is aware about the changing scenario of education and the need to make the students capable towards the dynamism of education. Therefore, the institution remains ever ready for the reform measures to cope with the situation although the affiliated colleges under Gauhati University have no power to change the syllabi, pattern of examination and evaluation.

The institution only follows the rules and regulation in respect to examination and evaluation as instructed by the GU. However, in its own efforts class tests for major and general students are conducted at regular interval.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

02

None

None

2.10 Average percentage of attendance of students

87

2.11 Course/Programme wise distribution of pass percentage :

| Title of the Programme | Total no. of students appeared | Division | | | | |
|--|--------------------------------|---------------|-----|------|-------|--------|
| | | Distinction % | I % | II % | III % | Pass % |
| BA | 167 | - | 4.2 | 40.8 | 45 | 85.62 |
| B Com | 37 | - | nil | 40.5 | 54.05 | 94.6 |
| 6 months Diploma in Computer Start up and DTP | 13 | - | 60 | 40 | - | 100 |
| 1 year Diploma in Computer Hardware and Networking | - | - | - | - | - | - |
| 3 months start up certificate course | 39 | - | 50 | 50 | - | 100 |
| 3 months certificate course in Tally | 06 | - | - | 100 | - | 100 |
| 3 months certificate course in Spoken English | 15 | - | - | 100 | - | 100 |

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

IQAC mostly emphasised on academic improvement in the institution as one of the most priorities. Therefore, it has taken various steps to promote quality education. For an effective teaching learning process the following measures were taken:

- i. Regular meetings of the executive body of IQAC are held to discuss and review the academic, infrastructural, extension and co curricular activities.
- ii. To assess the strength and weakness in imparting lessons the departmental heads interact with the other faculty members so as to enhance an improved the teaching learning process.

- iii. IQAC initiates to motivate the teachers to update their knowledge and exert their application in the way of innovative practices to make learning more interesting. Considering the rural and disadvantaged background of the students, the teachers are asked to put in extra effort to provide study materials for their benefit.
- iv. As per the guidelines made by the IQAC the different constituent bodies organise extension activities where teachers and students are encouraged to participate.

2.13 Initiatives undertaken towards faculty development

| <i>Faculty / Staff Development Programmes</i> | <i>Number of faculty benefitted</i> |
|--|-------------------------------------|
| Refresher courses | nil |
| UGC – Faculty Improvement Programme | nil |
| HRD programmes | nil |
| Orientation programmes | nil |
| Faculty exchange programme | nil |
| Staff training conducted by the university | nil |
| Staff training conducted by other institutions | 06 |
| Summer / Winter schools, Workshops, etc. | 03 |
| Others (NET/SLET) | 3 |
| | |

2.14 Details of Administrative and Technical staff

| Category | Number of Permanent Employees | Number of Vacant Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
|----------------------|-------------------------------|----------------------------|--|--|
| Administrative Staff | 16 | Nil | 01 | Nil |
| Technical Staff | Nil | Nil | Nil | 02 |

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

To achieve the goal of an advanced academic pursuit in the institution IQAC encourages on creating an environment for promoting research and extension. To materialise its goal IQAC takes the following steps for promoting research friendly environment in the institution.

- Efforts are taken to encourage the constituent bodies of the institution along with the departments to organize workshops, seminars, symposia, and other related academic events.
- Faculty members are encouraged to participate in orientation/refresher courses as well as in seminars and workshops organised by different institutions and organizations.
- For catering a research based environment among the students departmental seminars/group discussions by department concerned are initiated.
- Teachers are motivated to publish research papers in various books and journals of the institution as well as other journals.
- Students are supported by the faculties to engage themselves in field work and prepare reports which helped to sustain the research environment of the institution.

3.2 Details regarding major projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | Nil | Nil | Nil | Nil |
| Outlay in Rs. Lakhs | Nil | Nil | Nil | Nil |
| | | | | |

3.3 Details regarding minor projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | - | - | - | - |
| Outlay in Rs. Lakhs | - | - | - | - |

3.4 Details on research publications

| | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals | 01 | | - |
| Non-Peer Review Journals | - | 04 | 20 |
| E Journals | - | - | - |
| Conference proceedings | - | - | - |

3.5 Details on Impact factor of publications: Not applicable

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

| Nature of the Project | Duration Year | Name of the funding Agency | Total grant sanctioned | Received |
|--|---------------|----------------------------|------------------------|----------|
| Major Projects | - | - | - | - |
| Minor Projects | - | - | - | - |
| Interdisciplinary Projects | - | - | - | - |
| Industry sponsored | - | - | - | - |
| Projects sponsored by the University/ College | - | - | - | - |
| Students research projects <i>(other than compulsory by the University)</i> | - | - | - | - |
| Any other(Specify) | - | - | - | - |
| Total | - | - | - | - |

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from (not applicable)

UGC-SAP CAS DST-FIST

 DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

| Level | International | National | State | University | College |
|---------------------|---------------|----------|-------|------------|--------------|
| Number | - | - | 01 | - | 04 |
| Sponsoring agencies | | - | | | Self finance |

3.12 No. of faculty served as experts, chairpersons or resource persons :

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

| Type of Patent | | Number |
|----------------|---------|--------|
| National | Applied | nil |
| | Granted | nil |
| International | Applied | nil |
| | Granted | nil |
| Commercialised | Applied | nil |
| | Granted | nil |

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

| Total | International | National | State | University | Dist | College |
|-------|---------------|----------|-------|------------|------|---------|
| 01 | - | - | - | 01 PhD | - | - |

3.18 No. of faculty from the Institution who are Ph. D. Guides

and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

Responsibilities of Higher Education towards the betterment of the society remains unfulfilled if it is devoid of extension activities. Situated at a rural tribal area the institution has resorted to all effort to perform activities in the sphere of extension and social responsibilities. In pursuance to this goal the institution extended its services through different constituent bodies as mentioned below.

- Under the Career Counselling and guidance Cell an awareness programme on local resource based entrepreneurship was organised to motivate the students to take up entrepreneurship as a career option. The programme was welcomed and it benefitted the students as the resource person was a very successful local entrepreneur.
- Cleanliness activities in and around the college campus are carried out by NSS volunteers as per the guidelines of the unit. An in-house special camp was organised by the NSS unit. The volunteers of the unit and Vasundhara Nature Club jointly carried out plantation programme to observe World Environment Day on 5th June.
- Awareness programme was organised on the importance of Value Education for betterment of the society under the initiative of Bikali College Women's Cell.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

| Facilities | Existing | Newly created | Source of Fund | Total |
|---|---------------------------|---------------------|----------------|-------------|
| Campus area | 16.52 acres | nil | existing | |
| Class rooms | 22 | nil | State govt. | 22 |
| Laboratories | 03 | nil | existing | 03 |
| Seminar Halls | 01 | nil | existing | 01 |
| No. of important equipments purchased (\geq 1-0 lakh) during the current year. | 329 | Geog nil Edu nil | UGC | 329 |
| Value of the equipment purchased during the year (Rs. in Lakhs) | 11,26,502/- 4,26,500/- | Geog nil Edu nil | | - |
| Others | 28,50,006/- | 5,26,760/- | | 33,76,766/- |

4.2 Computerization of administration and library

Administrative and library work of the institution has already been computerised. For updating all activities of the college the concerned officials have updated the required data. The following measures have been undertaken by the institution.

- Computerisation of administrative works along with the admission process has been completed.
- The circulation system (Soul 2.0 software) of the library is managed through computers. Apart from circulation all necessary library work is fully computerised. The faculty members now have access to N-list facility.

4.3 Library services:

| | Existing | | Newly added | | Total | |
|------------------|----------|-------------|-------------|------------|--------|-------------|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 6885 | 12,27,032/- | 595 | 71,304/- | 7773 | 12,98,336/- |
| Reference Books | 5558 | 7,62,152/- | 572 | 1,32,995/- | 6130 | 8,95,147/- |
| e-Books | - | - | N-list | - | N-list | Nil |
| Journals | 25 | 1,18,107/- | - | - | 25 | 1,18,107/- |
| e-Journals | 01 | 12000/- | 01 | 4,000/- | 02 | 16,000/- |
| Digital Database | Soul 2.0 | - | Nil | Nil | 1 | 30,000/- |
| CD & Video | Nil | Nil | Nil | Nil | Nil | Nil |
| Others (Specify) | 21 | 7,280/- | - | - | 21 | 7280 /- |
| | | | | | | |

4.4 Technology up gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|----------|-----------------|---------------|----------|------------------|------------------|--------|-------------|--------|
| Existing | 50 | 27 | 04 | 03 | 01 | 05 | 10 | |
| Added | 03 | 02 | 01 | - | - | - | - | |
| Total | 53 | 29 | 05 | 03 | 01 | 05 | 10 | |

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- Although internet has become easily accessible to both students and teachers, the college has initiated to make the facility available in an organised manner. The teachers and the students are provided with this facility which is taken care of by the concerned person managing the computer laboratory. Besides the officials are also provided with the facility for their day to day needs.
- Departmental records, required documents are stored in the computers.

4.6 Amount spent on maintenance in lakhs :

| | |
|--|-------------|
| i) ICT | 72,834/- |
| ii) Campus Infrastructure and facilities | 12,49,450/ |
| iii) Equipments | 67,392/- |
| iv) Others | 7, 56,720/- |
| Total: | 21,46,396/ |

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

A counselling programme is held at the beginning of the session to familiarise the new entrants of the college to the rules and regulations of the institution. Through a specific mechanism students are disseminated about the facilities in the institution, prospect of progression and all related requirements for their greater benefit. They are also informed about the various extension activities through which they can not only develop themselves but also the society they stay in.

Two special counselling sessions are organised for the BA 1st Semester students after their admission so that they have a better understanding about the pattern relating to examination, evaluation and the newly introduced semester system. The constituent bodies are encouraged to undertake innovative programmes to contribute towards a healthy academic and social atmosphere in the institution.

5.2 Efforts made by the institution for tracking the progression

Since most of the students are weak learners IQAC tries to track their progression. For betterment of their final results IQAC stresses on conducting remedial/tutorial classes for the weak students before the commencement of their university examination.

Apart from these special classes, evaluations, group discussion and unit tests are held for better progression of students.

| | | | | |
|----------------------------------|-----|----|--------|--------|
| 5.3 (a) Total Number of students | UG | PG | Ph. D. | Others |
| | 939 | 46 | | |

(b) No. of students outside the state 04

(c) No. of international students Nil

| | | | | | |
|-----|-----|----|-------|-----|------|
| | No | % | | No | % |
| Men | 470 | 50 | Women | 469 | 69.9 |

| Last Year | | | | | | This Year | | | | | |
|-----------|----|-----|-----|-----------------------|-------|-----------|-----|-----|-----|-----------------------|-------|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 247 | 68 | 333 | 121 | 02 | 764 | 270 | 121 | 423 | 123 | 02 | 939 |

Demand ratio nil Dropout % : 3%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Placement in different jobs, both in private and public sector has become very competitive in the present scenario. Keeping in view of the situation the institution has taken initiative to create a support mechanism for coaching the intending students to face various interviews. For enhancing capacity building of the students, the faculties render individual as well as collective efforts to build confidence and leadership quality among them. Information about job opportunities and the mode of preparation are provided through the Career Counselling and Guidance Cell. It also organises special classes to guide students for facing both written and oral interviews. Besides these, information regarding vacancies applicable for the students are displayed on the notice board.

Moreover, the library of the institution has a good stock of required materials for competitive examinations which are provided to the students through the faculties who are entrusted with it.

No. of students beneficiaries 120

5.5 No. of students qualified in these examinations

| | | | | | | | |
|-------------|--------------------------------|-----------|--------------------------------|------|--------------------------------|--------|--------------------------------|
| NET | <input type="text" value="-"/> | SET/SLET | <input type="text" value="-"/> | GATE | <input type="text" value="-"/> | CAT | <input type="text" value="-"/> |
| IAS/IPS etc | <input type="text" value="-"/> | State PSC | <input type="text" value="-"/> | UPSC | <input type="text" value="-"/> | Others | <input type="text" value="-"/> |

5.6 Details of student counselling and career guidance

As an important component of quality education the institution emphasises on counselling and career guidance for the learners. Keeping in view the present need the institution adopts various efforts to counsel and guide the students for their future plans. The career guidance cell adopts a specific strategy to guide the students for three options-1) guidance for self employment, 2) for jobs in private sector and 3) for government jobs. A specific cell has been framed to function in this line in a formal manner.

All information including advertisements from various agencies is displayed on notice board and under the aegis of the cell the students (UG) of Arts and Commerce are guided by appointed faculty members as well as professional resource persons.

Personal counselling is also conducted by specific faculty members when situation arises in respect to disadvantaged students.

No. of students benefitted

355

5.7 Details of campus placement

| <i>On campus</i> | | | <i>Off Campus</i> |
|---------------------------------|---------------------------------|---------------------------|---------------------------|
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| nil | - | - | - |

5.8 Details of gender sensitization programmes

Gender sensitization is considered one of the prime factors towards building a healthy atmosphere in the college. The faculty members take personal interest in sustaining the same.

The Women's Cell of the institution had organized Symposia on Value Education on June 21, 2014. Dr.Nimi Borgohain, Clinical Psychologist; GNRC was the resource person of the workshop. Active involvement was seen among the students. It was followed by one to one counselling session depending on the gravity of problems faced by the students.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

| | Number of students | Amount |
|--|--------------------|--------|
| Financial support from institution | - | - |
| Financial support from government | - | - |
| Financial support from other sources | - | - |
| Number of students who received International/ National recognitions | - | - |

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Nil

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Keeping in view the mission of the institution the stakeholders exert their utmost efforts to bring about unity and integrity in the community. Moreover, the faculty members go an extra mile to bring about educational progress in the backward, rural, and tribal area.

To make the institution stand as a centre of excellence in the field of education is its primary vision. For the fulfilment of the vision the institution tries to impart knowledge and wisdom in the society with high moral values.

6.2 Does the Institution has a management Information System

The college has a information management system relating to administration, faculties, students, governance, library, account management etc.

Being a provincialised college of the Government of Assam, it has to follow the government rules. As the institution is affiliated to Gauhati University it runs according to the norms directed by the University.

Moreover, for the smooth running of the institution rules and regulations are framed by the management committee at the institutional level.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

The curriculum is designed by the Curriculum Development Committee constituted by the concerned departments of the Gauhati University. Some teachers from the affiliated colleges are taken as members from selected colleges. Suggestions from the representative college teachers are welcomed by the committee and after analysing the suggestions the final curriculum is designed.

6.3.2 Teaching and Learning

Result oriented teaching and learning process is visualised as focal point by the IQAC and the following strategies are adopted.

As most important thrust area of higher education teaching and learning has been given priority in the institution. IQAC encourages the teachers to experiment with innovative methods, specifically using ICT yet the traditional way of teaching cannot be done away with.

IQAC monitors and ensures that the classes are held regularly and timely completion of the course contents. Teachers are also encouraged to conduct class tests frequently to achieve the ultimate goal – good results. Study materials especially for major courses are distributed and special counselling by the department concerned for weak students is insisted upon.

The practice of holding regular examinations which is an important part of the teaching and learning process help the students to become more confident and in a way get acquainted with the type of question they might have to answer in the final examinations.

6.3.3 Examination and Evaluation

Since the education system is examination centric, IQAC insists upon regularity in conducting of examinations, timely evaluation and declaration of results at the institutional level. Purely academic related works such as sessional exams, internal assessment, unit tests etc. are conducted by the institution as per the academic calendar

As an affiliated college of the GU, it conducts all final examinations for the semester system as per the schedule and instructions provided by the university. Teachers of the institution perform all examination related works in different colleges including the institution.

6.3.4 Research and Development

IQAC encourages the teachers to involve in research work and they are motivated to apply for major or minor research projects sponsored by various agencies. To maintain the research oriented environment departmental research activities have been encouraged and accordingly seminars and group discussions are held from time to time.

The faculty members also involve themselves in research work and their write ups are published in both national and regional level journals.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library, ICT and infrastructure are considered major components for fruitful teaching learning process. In regards to library management the institution emphasises on its good governance and efficient management. For smooth running of the library an advisory committee is constituted. In consultation with the faculty members the Library Advisory Committee looks into the requirements of the different departments and collects the requisition for books and journals. As per the suggestion of the committee and in consultation with the principal and the management the librarian procures books, journals, magazines, periodicals and dailies. This process adds to the increase of the library stock.

To cater to the need of the hour the use of ICT is encouraged as a teaching aid, in administrative work and in the functioning of the library.

In regards to physical infrastructure the institution has a built up area of 4323 sq. mt. which is surrounded by a boundary wall measuring about 1.5x900 metres. The administrative office has been shifted to the new administrative block which houses the principal's office, two classrooms, three office rooms, and the central library. The previous administrative block has been converted to examination zone and a teachers' common room. The Commerce Department has been shifted to the previous library block.

Further there are two blocks completely allotted for classes. One block (648 sq.mt) has 6 classrooms and the other block (480 sq. mt.) has a mini auditorium (240 sq. mt.) and 3 spacious classrooms. Apart from these there is a block (420 sq mt.) that has 10 departmental rooms and 4 classrooms. Besides, there is provision for five classrooms (70sq.mt.) in another block. Another mini auditorium (195 sq.Mt.) and a block (70 sq.mt) comprising of the computer centre and the centre for mass communication and journalism has also been constructed. There is also a mini stadium (390 sq.mt) with a large playground. The total built up area measures up to 4323 sq mt.

With the increase of enrolment of students, Infrastructural development has been laid emphasis on as there is a need for more class rooms. Construction of one evaluation room along with a classroom, one indoor stadium with attached restroom, a large auditorium and rooms for students' constituent bodies is under progress.

The provision for instrumentation is confined to the departments of Geography and Education. As the institution has only Arts and Commerce stream instrumentation is not required for the rest of the subjects.

6.3.6 Human Resource Management

The principal acts as the head in all respects of the functioning of different committees and constituent bodies as per the provisions of the government.

The academic functions are monitored by the departmental heads and with the co operation of the other faculty members to meet the needs of the academic pursuits.

For fostering extension activities the faculty members engage themselves in various activities that are organised in the institution. Under the leadership of the principal, the faculty members of the different academic and non academic committees are involved in various programmes organised by the respective committees.

Each member of the office staff is assigned with specific duty which has resulted in smooth functioning of the administrative work. The mechanics of the human resource management of the institution is efficiently run through an integration of the Governing body, the principal, the vice principal, the faculties, the office staff and other stake holders.

6.3.7 Faculty and Staff recruitment

One library assistant has been recruited.

6.3.8 Industry Interaction / Collaboration

As the institution is situated in a rural background with its limitation to arts and commerce streams only, it searches for interaction with industrialists to disseminate entrepreneurial aspects to the students.

An entrepreneur, Mr.Shanti Kumar Jain extended his cooperation to motivate the students for local resource based entrepreneurship. Participating as a resource person for entrepreneurship development, Mr.Jain exerted his level best to increase entrepreneurial zeal among the students.

Mr.Shanti Kumar Jain has shown interest in continuing the linkage which was created the previous year with the institution

6.3.9 Admission of Students

Marks in qualifying examination are the benchmark for admission in the institution. Being located in a backward area the institution tries to accommodate as much students as possible to encourage higher education. For sustaining quality education major courses are offered on basis of a screening test conducted by the respective departments.

The reservation norms are followed by the institution at the time of admission.

6.4 Welfare schemes for

| | |
|--------------|---|
| Teaching | Mutual Benefit Fund offers assistance to faculties in times of need. |
| Non teaching | The said fund also caters to the financial aid to the non teaching staff. |
| Students | Meritorious students and outstanding sports and cultural students are given incentives. |

6.5 Total corpus fund generated

Rs.1 lac (for student aid).

6.6 Whether annual financial audit has been done Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

| Audit Type | External | | Internal | |
|----------------|----------|---------------------|----------|--------------------|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | - | - | Yes | Academic Committee |
| Administrative | Yes | Government of Assam | Yes | Management |

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

As per the semester regulation of the GU the students are to appear for one sessional examination conducted by the institution in addition to the final examination conducted by the university.

Spot evaluation of final examinations is done by the faculty members in their appointed zones. However, the college has not taken any efforts to reform the examination and evaluation system on its own.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

There is no proposal from the concerned authority on autonomy of the affiliated college.

6.11 Activities and support from the Alumni Association

The programmes of the student bodies, extension activities and other development works are supported by the Alumni Association. Apart from supporting these activities the members of the Association involve themselves in different community services as a part of social responsibility.

6.12 Activities and support from the Parent – Teacher Association

The Parents Teacher Association renders its services not only to co operate in proper functioning of the institution but also contribute towards better academic environment. The Association facilitates the process of feedback collection and analysis. This has been efficiently carried out through the feedback received from the parents from time to time.

Moreover, through the meeting of Parents Teachers Association parents are made aware of the importance of regular attendance especially in the semester system. This helped in assessing the loopholes and in progression of students.

6.13 Development programmes for support staff

The office staffs are given orientation on the advanced skill in computer application. Spot training for the support staff was arranged six times during this academic session where experts from S.S.Technology, Guwahati attended as resource persons.

6.14 Initiatives taken by the institution to make the campus eco-friendly

The college has been rendering services to make the campus an eco-friendly with a blending of plantation and construction of concrete classrooms. To achieve the above goal the constituent bodies such as NSS, Students' Body, and Vasundhara Nature Club have been initiating massive plantation and conservation programmes.

NSS Unit, Vasundhara Nature Club and Students' Union undertakes plantation and regular weeding programmes in the campus to sustain the eco friendly environment of the institution. Planting and taking care of the ethnic and medicinal variety of species within the college campus is being practised as one of the best practices. The institution follows the principle of planting saplings of valuable trees to mark any important event.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

The institution believes in making it a place of learning with a team spirit with co operation from all stake holders. To achieve the goal of quality education with high moral value the institution resorted to certain effective efforts that may have positive impacts not only on the students but also on the communities of the locality where it exists. The following steps were taken during this academic session:

- Immediately after the new admission process motivational programme were taken to attend the counselling programmes that were arranged by the faculty members. The programmes deal not only with academic pursuits but also for all round personality development. However, the programmes mainly focussed on the strategies for securing better marks under the prevailing semester system.
- Incentives are offered to outstanding, meritorious, sports person and students who excel in cultural activities. This practice has brought in among the students, an enthusiastic zeal to do better.
- Faculty members are aware of the prevailing inferiority complex among the students hailing from most remote areas. Therefore, initiatives were to make the student teacher relationship more cordial so that they can overcome the drawback. Besides adopting various catalytic academic activities the college emphasised on various extension activities. Among them are group discussions, symposia, field trips, competitive events – literary, cultural and sports etc are prominent.
- The institution is concerned about the future career of the students. Therefore regular interaction between the members of the Career Counselling and Guidance Cell and the students take place to help them. The positive impact of the above steps is seen in the increase of student enrolment and improvement in academic and co curricular activities.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Annexure II

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

Annexure III

7.4 Contribution to environmental awareness / protection

Being a global issue of concern, the institution lays emphasis on creating awareness in general and to the student of Bikali college in particular to protect and conserve the environment. The institution has resorted to two categories of activities to contribute to the service of environmental protection. Firstly it adopts on hand practice for augmenting plantation in and around the college campus. Secondly, it resorts to awareness campaign in the nearby villages to plant in deforested areas, open spaces nearby temples, mosques and other public places. Keeping up with the tradition of organising plantation programme at the beginning of any important events of the institution Vasundhara Nature Club, NSS unit and other faculty members engage themselves in planting of saplings with great enthusiasm. Besides the college involves the regular students to rear the *Som* garden, the *sal* garden and the *medicinal* plant garden which have been planted earlier.

The above practice has made the students of the college aware of the importance of saving trees and in turn saving the environment. Most of the students are found to involve voluntarily themselves in weeding and conservation of plants in the gardens. Some students have shown great interest in the plantation of medicinal saplings which has in a way educated other students on the benefits of such plants.

7.5 Whether environmental audit was conducted?

Yes

No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

The weaknesses of the institution were identified in an exclusive discussion with the IQAC which were to be addressed on priority basis.

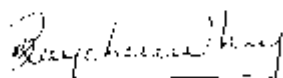
- IQAC urged upon the management to seriously look into the matter of the lack of spacious classrooms for UG students.
- A Boys hostel is an urgent requirement in the institution as students from far away locality are enrolled.
- More faculty members need to involve themselves in research activities sustain the vibrant academic atmosphere in the college.
- Teachers should take initiative to publish more research work.
- More faculties need to be recruited in the departments that are short staffed.

8. Plans of institution for next year.

IQAC has been concerned with the all round progress of the institution. An improved academic environment enriched with physical infrastructure and a congenial student friendly atmosphere can help to achieve the mission and vision of the institution. Therefore, the institution intends to proceed through the following steps for the next academic session.

1. IQAC will look into timely preparation of the academic calendar that shall cope with the smooth running of catalytic activities to enhance healthy academic atmosphere.
2. Career advancement programmes of the faculty members are to be continued so as to sustain the academic zeal. Besides acquiring NET/SLET, etc. Faculties will have to involve in research works, organising seminars/workshops, etc in national as well as institutional level.
3. IQAC plans to introduce the P.G Programme in Political Science and Geography under the G.U.
4. Timely holding of sessional examinations and declaration of results will be looked after.
5. Participation of the students in various extension and co-curricular activities at state and national level supported by faculty members of the institution.
6. Progress work of infrastructure facility initiated by the management will be looked after by the IQAC.

Name Manisha Roychowdhary



Signature of the Coordinator, IQAC

Name Malini Rathi


Principal

Signature of the Coordinator, IQAC
Chaudhara

Annexure I

Abbreviations:

| | | |
|------|---|--|
| CAS | - | Career Advanced Scheme |
| CAT | - | Common Admission Test |
| CBCS | - | Choice Based Credit System |
| CE | - | Centre for Excellence |
| COP | - | Career Oriented Programme |
| CPE | - | College with Potential for Excellence |
| DPE | - | Department with Potential for Excellence |
| GATE | - | Graduate Aptitude Test |
| NET | - | National Eligibility Test |
| PEI | - | Physical Education Institution |
| SAP | - | Special Assistance Programme |
| SF | - | Self Financing |
| SLET | - | State Level Eligibility Test |
| TEI | - | Teacher Education Institution |
| UPE | - | University with Potential Excellence |
| UPSC | - | Union Public Service Commission |

Annexure II

Action taken Report

1. As per plan of IQAC the prospectus cum academic calendar was published on time and distributed among the stakeholders.
2. Internal and sessional examinations were conducted and results were declared on time.
3. One faculty member was awarded the doctoral degree, nine faculty members presented papers in various national seminars, four members presented paper in a regional seminar, three attended seminars, three attended conference, and five attended workshops. One faculty members enrolled in PhD programme under GU.
4. Students of fourth semester BA programme went on field trip and prepared project report as a part of their course on Environmental Studies.
5. The Dept. Of Geography had organised a regional level seminar on “Environment and Development”.
6. Five extension events were organised at the institutional level. NSS , Vasundhara Nature Club, Career Counselling and Guidance cell and departmental study centres performed various extension and academic related activities.
7. Two NSS volunteers participated in North East inter region youth festival in Itanagar, Arunachal Pradesh.
8. A cultural group from students of the college performed chorus (Jatiya sangeet “ o mur aponar desh”) at various cultural meet in different places of Assam as a part of Samannay Yatra on the occasion of birth centenary programmes of Lakshminath Bezbaroa, one of the great literary figure of Assam.
9. The Football team of Bikali College had won the championship in the Football Tournament organized by the JN college Golden Jubilee Celebration Committee.
10. Beside the college events students have also participated in sports and cultural events organised by GU and other local bodies.
11. As per the tradition of the institution different extension and co curricular activities were organised. Both the literary societies published wall magazines and also organised different cultural and literary activities
12. IQAC has been successful in maintaining a congenial academic atmosphere in the college.

13. IQAC is satisfied with the ongoing construction work of the indoor stadium, progress work of the student centre building and evaluation centre along with a class room.
14. The college authority initiated to open both PG course in Assamese and a study centre of KK Handique Open University and the response is found to be positive.
15. The departments of Economics, Education, History, Geography, Maths, Political Science and Assamese have been re-accommodated to the newly constructed Administrative Building.

Annexure III

Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

Title of the practice : Continuous orientation for greenery enhancement

Introduction :

The gradual trend of depletion of valuable forest resources, one of the most prominent components of environment has been of serious concern to the global population. Unknowingly, mother Earth is faced with great threat of being turned into a barren land. The depleting condition of environment seems to be uncared for even by the stakeholders of higher educational institutions. Such situation demands a continuous process of sustaining eco friendly surrounding by planting more trees and preventing clearing of forests where the learners can involve themselves with hands on experience.

Under the above perspectives it may be hypothesised that the awareness about saving the environment instilled among the students go a long way in spreading the habit as they in turn orient their communities. Therefore the institution aims at creating its campus and the adjoining areas into an eco friendly hub and the learners are initiated to carry on the regular plantation and conservation programmes. To achieve this broad objective the institution selects the following specific goals.

Goals :

- i. To create an awareness among the learners about the concept and importance of Green Earth;
- ii. To make the learners actively participate in the greenery movement initiated by the institution and
- iii. To develop the college campus into an eco friendly zone.

To achieve the specific goals the institution follows the principle of planting more trees and make the campus green.

The Practice:

Under this principle the stakeholders of the institution seek to practice continuous activities where maximum number of students can be involved through different constituent bodies, specially supplementary student bodies such as NSS Unit, Bosundhora Nature Club, Population Extension Education Centre, Bikali College Students Union (BCSU), Rabha Literary Society, Bodo literary Society, etc.

Depending on the principle and for achieving the goals a specific land area measuring about 6 acres within the college campus has been selected and an extensive plantation of various local species has been undertaken. In the continuous orientation of greenery enhancement, faculty members and students are encouraged to actively participate in such programmes. Apart from plantation, conservation of trees is also undertaken. Similarly, various plantation programmes of ornamental, medicinal and energy giving trees are regularly adopted in specific areas of the college. The institution receives assistance for procuring saplings of different varieties of species with technological support from the department of Forest, Govt. of Assam.

Student bodies are oriented in theoretical knowledge about the environment in formal manner through special classes, field survey, group discussion, popular talk, etc. Regular environment educational programmes are resorted to for direct involvement of the students in preserving an eco friendly environment both in the college campus and outside.

A committee is framed each year to select a few active members from the NSS volunteers and the efficient performers among them are awarded.

Evidence of success:

The outcome of the above practices stands as an evidence of success in the achievement of goals. Some of them are mentioned below.

- A specific area measuring about 0.2 acre within the college campus has been made green by plantation of commercially valuable species – Soria Robusta (Sal trees). Presently this part of the garden is being sustained and protected.
- An area of about 5 acres of land adjacent to the college campus has been encompassed in the green mission of the college by planting saplings of local species such as Som, Makery, Gamery etc.
- Ornamental and other plants are grown and maintained along all the approach roads towards most of the built up areas.

The above results of this best practice indicate that continuous efforts can give expected results.

Problems encountered:

Initially it was difficult to protect the saplings from the mass people around the campus because they were not aware of the importance of trees. They were found to leave their livestock in the college campus which often destroyed the saplings. However after the construction of proper boundary wall and fencing the green mission of the college has been seen to be thriving.

Financial hardship stands as an impediment in strongly implementing the programme. Financial assistance has never been received from any agencies except for supply of saplings and technological support from the forest department.

Though the students and faculty members take initiative in the mission yet it suffers because of skilled manpower. Due to a shortage of human resources the plants are taken care of and protected only during college hours. It is often seen that nearby villagers collect firewood after college hours.

Resources required:

Considering the above problems the mission requires

- Financial assistance from the government
- At least 3 professional gardeners
- Concrete boundary wall and
- At least two full time watchmen.

Note :

Depending on demand and availability of land area a specific portion of the campus (small area can also be considered) may be taken for intensive plantation of medicinal species. Such mission would give double benefits providing for financial resource as well as success of green mission.

Title of the practice: Incentives for better results

Considering the background of the locality where the institution is situated the faculties of Bikali College initiated a mission to encourage few students as per their merit and economic background. These students are assisted in various ways by the faculties so as to perform better in achieving higher education. The faculty members counsel the students, offer free books to outstanding performer, take personal care of the interested and meritorious students and help them in their aim to do well. Apart from this the institution offers free education to any student who has secured rank in the 10+2 examination. A package of free books is given to the said students. The practice of ‘Incentives for Better Results’ has been taken up as an experimental task with a missionary zeal, whose success is highly anticipated.

Goals

- To encourage and transform students and help them recognise their merit.
- To create a competitive environment among learners.

Context of the practice

Taking into consideration the poor economic background of the area where illiteracy and belief in superstitions prevails a mission was initiated to imbibe intellectual growth among the students. Therefore the college had resort to a mission called ‘incentives for better results’. The mission of ‘Incentives for better results’ of this institution has evolved from the symbol of a lotus. This symbol signifies that lotus blooms in mud where scope of growth is limited. Similarly in this backward area the mission to spread the light of higher education has been adopted with the view to help the students suffering from inferiority complex and to come out of the shell. Meritorious students from economically weak background find a

pathway in such a mission. It is believed that the incentives and counselling provided by the colleges helps in creating a positive impact on the students.

The Practice

In the beginning of the session the college authority takes necessary steps to implement the mission as far as possible. The kind and nature of the incentive packages are elaborated in a meeting with the students. As per information given in the prospectus cum academic calendar the incentive packages are conveyed to the students. An open counselling session is conducted where all the heads of departments and other faculty members declare departmental incentives besides those from the college authority. The departmental heads and other faculty members convey their promise to award in cash or kind for the students who can make outstanding results in final examinations at UG level. The responsibility for selecting students eligible to such incentives is entrusted to a few faculty members. In this process the faculty members also visit families of the chosen students to have an idea of the environment in which they are pursuing their studies so as to help them to perform better. This is done through proper counselling of both parents and students keeping in mind the intellectual and academic performance of the learner

Evidence of success:

Annie Daimary has secured 1st class 8th position with distinction in Geography (Major) in TDC final examination of Gauhati University.

Since the college caters to Standard 10+2 students such counselling also showed tremendous impact on the young minds. Rukunuddin Ahmed secured 10th rank in the Assam Higher Secondary Education Council Examination.

Such incentives have had an impact on the students which is seen in the increasing trend of success rate in the final results. This practice has led to increase the enrolment of students in the institution as a whole.

The newly introduced PG course in Assamese has been successful in meeting the demand of the area and it has shown 100% success in the two semesters that it has completed.

Problems:

Owing to lack of awareness among the guardians difficulties arise in motivating the students in streamlining for better results.

Financial hardships stand as impediment to cover more number of students under this mission.

Since there is shortage of faculty members it becomes difficult at times for continuous pursuance of the selected students.

Resources required

A pool of fund and study materials is felt necessary to support the students so as to fulfil the mission and vision of the college.

Annexure IV**Feedback Analysis**

Feedbacks from outgoing students are taken and analysed by a five member committee comprising of the Principal, the chairman of Governing Body and three senior faculty members. The weaknesses detected from the analysis are conveyed to the concerned faculty members to help them transform their strategy or modify their ways so as to help the students. All matters

relating to the outcome of the feedback are kept in secret and are communicated only to the person concerned.

ACADEMIC CALENDAR FOR THE Session- 2013-2014 (Arts & commerce)

| Month/ Year | Working Days/Teaching Days | Examinations– Internal/Class Test/ Unit Test/ Final Exams Seminar/Workshop/other academic activities | Holidays (Including Sunday) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|----------------|--|--|--------------------------------|----|----|----|---|---|--|---|---|---|---|---|---|--|---|---|----|----|----|----|--|----|----|----|----|----|----|--|----|----|----|----|----|----|--|----|----|----|----|----|----|--|--|
| Apr/2013 | <table border="1"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr> <td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td> </tr> <tr> <td></td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td> </tr> <tr> <td></td><td></td><td></td><td>17</td><td>18</td><td>19</td><td>20</td> </tr> <tr> <td></td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td> </tr> <tr> <td></td><td>29</td><td>30</td><td></td><td></td><td></td><td></td> </tr> </tbody> </table> | S | M | T | W | T | F | S | | 1 | 2 | 3 | 4 | 5 | 6 | | 8 | 9 | 10 | 11 | 12 | 13 | | | | 17 | 18 | 19 | 20 | | 22 | 23 | 24 | 25 | 26 | 27 | | 29 | 30 | | | | | Final Exams of TDC Courses 2013, 2nd and 4th Semester Classes to continue H.S. 2nd Year calss to start from 18th April, 2013 | 7 14 21 28 14-16 Bohag Bihu |
| S | M | T | W | T | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 8 | 9 | 10 | 11 | 12 | 13 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | 17 | 18 | 19 | 20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 22 | 23 | 24 | 25 | 26 | 27 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 29 | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| May/ 2013 | <table border="1"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td> </tr> <tr> <td></td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td> </tr> <tr> <td></td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td> </tr> <tr> <td></td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td></td> </tr> <tr> <td></td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td> </tr> </tbody> </table> | S | M | T | W | T | F | S | | | | 1 | 2 | 3 | 4 | | 6 | 7 | 8 | 9 | 10 | 11 | | 13 | 14 | 15 | 16 | 17 | 18 | | 20 | 21 | 22 | 23 | 24 | | | 27 | 28 | 29 | 30 | 31 | | 27-29 Seminar/ talk/ workshop | 1- May Day 5 12 19 26 25- Budha Purnima |
| S | M | T | W | T | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | 6 | 7 | 8 | 9 | 10 | 11 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 13 | 14 | 15 | 16 | 17 | 18 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 20 | 21 | 22 | 23 | 24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 27 | 28 | 29 | 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| June/ 2013 | <table border="1"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td>1</td> </tr> <tr> <td></td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td> </tr> <tr> <td></td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td> </tr> <tr> <td></td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td> </tr> <tr> <td></td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td> </tr> </tbody> </table> | S | M | T | W | T | F | S | | | | | | | 1 | | 3 | 4 | 5 | 6 | 7 | 8 | | 10 | 11 | 12 | 13 | 14 | 15 | | 17 | 18 | 19 | 20 | 21 | 22 | | 24 | 25 | 26 | 27 | 28 | 29 | 5- Plantation Drive on World Environment Day. 2nd and 4th Sem. Exam from 1st Week of June. 2nd Week-classes for new entrance | 2 9 16 23 30 |
| S | M | T | W | T | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | 10 | 11 | 12 | 13 | 14 | 15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 17 | 18 | 19 | 20 | 21 | 22 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 24 | 25 | 26 | 27 | 28 | 29 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| July/2013 | <table border="1"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr> <td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td> </tr> <tr> <td></td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td> </tr> <tr> <td></td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td> </tr> <tr> <td></td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td> </tr> <tr> <td></td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td> </tr> </tbody> </table> | S | M | T | W | T | F | S | | 1 | 2 | 3 | 4 | 5 | 6 | | 8 | 9 | 10 | 11 | 12 | 13 | | 15 | 16 | 17 | 18 | 19 | 20 | | 22 | 23 | 24 | 25 | 26 | 27 | | 29 | 30 | 31 | | | | | 7 14 21 28 Summer Vacation |
| S | M | T | W | T | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 8 | 9 | 10 | 11 | 12 | 13 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 15 | 16 | 17 | 18 | 19 | 20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 22 | 23 | 24 | 25 | 26 | 27 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 29 | 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Month / Year | Working Days/Teaching Days | Examinations– Internal/Class Test/ Unit Test/ Final Exams Seminar/Workshop/other academic activities | Holidays (Including Sundays) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------|--|--|------------------------------|----|----|----|---|---|--|---|---|---|---|---|---|--|---|----|----|----|----|----|--|----|----|----|----|----|----|--|----|----|----|----|----|----|--|----|----|----|----|----|----|---|--|
| Aug/2013 | <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td></td><td>5</td><td>6</td><td>7</td><td>8</td><td></td><td></td></tr> <tr><td></td><td>12</td><td>13</td><td>14</td><td></td><td>16</td><td>17</td></tr> <tr><td></td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td></td><td>26</td><td>27</td><td></td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table> | S | M | T | W | T | F | S | | | | | 1 | 2 | 3 | | 5 | 6 | 7 | 8 | | | | 12 | 13 | 14 | | 16 | 17 | | 19 | 20 | 21 | 22 | 23 | 24 | | 26 | 27 | | 29 | 30 | 31 | 1st, 3rd and 5th Semester for B.A./Class Test/Departmental Seminar/Talk/Workshop/Sessional Exam for Semester (Last Week) | 4 11 18 25 9-10 Id-UI-Fitre 15-Independence Day 28- Janmastomi |
| S | M | T | W | T | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | 1 | 2 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 5 | 6 | 7 | 8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 12 | 13 | 14 | | 16 | 17 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 19 | 20 | 21 | 22 | 23 | 24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 26 | 27 | | 29 | 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sep/2013 | <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td></td></tr> <tr><td></td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td></td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td></td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td></td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> | S | M | T | W | T | F | S | | 2 | 3 | 4 | 5 | 6 | | | 9 | 10 | 11 | 12 | 13 | 14 | | 16 | 17 | 18 | 19 | 20 | 21 | | 23 | 24 | 25 | 26 | 27 | 28 | | 30 | | | | | | Unit Test for H.S. 1st and 2nd year/Sessional Exam for semester last week. BCSU's Election | 1 8 15 22 29 7- Tithi of Srimanta Sankar Dev. |
| S | M | T | W | T | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | 9 | 10 | 11 | 12 | 13 | 14 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 16 | 17 | 18 | 19 | 20 | 21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 23 | 24 | 25 | 26 | 27 | 28 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Oct/2013 | <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td></td><td>3</td><td>4</td><td>5</td></tr> <tr><td></td><td>7</td><td>8</td><td>9</td><td>10</td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>19</td></tr> <tr><td></td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td></td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table> | S | M | T | W | T | F | S | | | 1 | | 3 | 4 | 5 | | 7 | 8 | 9 | 10 | | | | | | | | | 19 | | 21 | 22 | 23 | 24 | 25 | 26 | | 28 | 29 | 30 | 31 | | | Unit Test/ Pre-Final Test for H.S. Final Year. | 6 13 20 27 2-Gandhi Jayanti 11-18 Durga Puja, Vijaya Dashami Janmostav of Srimanta Sankardev. Id-ud Zuha, Kati Bihu & Lakhmi puja. |
| S | M | T | W | T | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 1 | | 3 | 4 | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | | | | | | 19 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 21 | 22 | 23 | 24 | 25 | 26 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 28 | 29 | 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nov/2013 | <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td></td></tr> <tr><td></td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td></td><td>11</td><td>12</td><td>13</td><td></td><td>15</td><td>16</td></tr> <tr><td></td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td></td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </tbody> </table> | S | M | T | W | T | F | S | | | | | | 1 | | | 4 | 5 | 6 | 7 | 8 | 9 | | 11 | 12 | 13 | | 15 | 16 | | 18 | 19 | 20 | 21 | 22 | 23 | | 25 | 26 | 27 | 28 | 29 | 30 | 1st week: Field Study/Field Trip; 2nd week: Unit Test; Academic Activities- Seminar/Workshop/ Symposium 3rd week : Terminal Exam. | 3 10 17 24 2-3 Kali PUja & Dewali 14 Maharram 17 Guru Nanak's Birthday. |
| S | M | T | W | T | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | 11 | 12 | 13 | | 15 | 16 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 18 | 19 | 20 | 21 | 22 | 23 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

PROSPECTUS & ACADEMIC CALENDAR

| Month/ Year | Working Days/Teaching Days | Examinations– Internal/Class Test/ Unit Test/ Final Exams Seminar/Workshop/other academic activities | Holidays (Including Sundays) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|----------------|--|--|---------------------------------|----|----|----|---|---|--|----|---|---|---|---|---|--|---|----|----|----|----|----|--|----|----|----|----|----|----|--|----|----|----|----|----|----|--|----|----|----|----|----|----|---|-------------------------------------|
| Dec/2013 | <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td></td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td></td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td></td><td>23</td><td>24</td><td></td><td>26</td><td>27</td><td>28</td></tr> <tr><td></td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table> | S | M | T | W | T | F | S | | 2 | 3 | 4 | 5 | 6 | 7 | | 9 | 10 | 11 | 12 | 13 | 14 | | 16 | 17 | 18 | 19 | 20 | 21 | | 23 | 24 | | 26 | 27 | 28 | | 30 | 31 | | | | | 1st week : Field Study of Environmental Studies 1st, 3rd and 5th Semester Exam. Last week : College Week Starts. | 1 8 15 22 29 25 Christmas Day |
| S | M | T | W | T | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 2 | 3 | 4 | 5 | 6 | 7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 9 | 10 | 11 | 12 | 13 | 14 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 16 | 17 | 18 | 19 | 20 | 21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 23 | 24 | | 26 | 27 | 28 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Jan/2014 | <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td></td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td></td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td></td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td></td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table> | S | M | T | W | T | F | S | | | | 1 | 2 | 3 | 4 | | 6 | 7 | 8 | 9 | 10 | 11 | | 13 | 14 | 15 | 16 | 17 | 18 | | 20 | 21 | 22 | 23 | 24 | 25 | | 27 | 28 | 29 | 30 | 31 | | 1st week: 2nd, 4th and 6th Semester Classes start. 3rd week: Remedial classes for H.S./ Remedial classes for disadvantaged students. | 5 12 19 26 |
| S | M | T | W | T | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | 1 | 2 | 3 | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 6 | 7 | 8 | 9 | 10 | 11 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 13 | 14 | 15 | 16 | 17 | 18 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 20 | 21 | 22 | 23 | 24 | 25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 27 | 28 | 29 | 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Feb/2014 | <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td></td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td></td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td></td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td></td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td></td></tr> </table> | S | M | T | W | T | F | S | | | | | | | 1 | | 3 | 4 | 5 | 6 | 7 | 8 | | 10 | 11 | 12 | 13 | 14 | 15 | | 17 | 18 | 19 | 20 | 21 | 22 | | 24 | 25 | 26 | 27 | 28 | | Last week-Sessional Exam for 2nd, 4th and 6th Semester, Annual Exam for H.S. 1st Year | 2 9 16 23 |
| S | M | T | W | T | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 3 | 4 | 5 | 6 | 7 | 8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 10 | 11 | 12 | 13 | 14 | 15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 17 | 18 | 19 | 20 | 21 | 22 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 24 | 25 | 26 | 27 | 28 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mar/2014 | <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td>31</td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td></td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td></td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td></td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td></td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> </table> | S | M | T | W | T | F | S | | 31 | | | | | 1 | | 3 | 4 | 5 | 6 | 7 | 8 | | 10 | 11 | 12 | 13 | 14 | 15 | | 17 | 18 | 19 | 20 | 21 | 22 | | 24 | 25 | 26 | 27 | 28 | 29 | Sessional Exam for 2nd, 4th and 6th Semester. | 2 9 16 30 |
| S | M | T | W | T | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 31 | | | | | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 3 | 4 | 5 | 6 | 7 | 8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 10 | 11 | 12 | 13 | 14 | 15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 17 | 18 | 19 | 20 | 21 | 22 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 24 | 25 | 26 | 27 | 28 | 29 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

- Note:**
- * Exact date of Final Examinations will be notified as announced by the G. U. and A.H.S.E.C authority
 - * Holidays are based on Holiday List 2012-13 of G.U.
 - * AHSEC (Assam Higher Secondary Education Council)
 - * BCSU (Bikali College Students' Union)

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