



YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	BIKALI COLLEGE
• Name of the Head of the institution	Dr. Monoj Gogoi
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	+918133874116
• Mobile No:	7002777137
• Registered e-mail	bikalicollege@gmail.com
• Alternate e-mail	gogoimonoj123@gmail.com
• Address	DHUPDHARA, GOALPARA
• City/Town	DHUPDHARA
• State/UT	ASSAM
• Pin Code	783123
2.Institutional status	
• Affiliated / Constitution Colleges	
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	GAUHATI UNIVERSITY				
• Name of the IQAC Coordinator	Dr. Monalisha Roychaudhury				
• Phone No.	03663284331				
• Alternate phone No.	7002978209				
• Mobile	9435149888				
• IQAC e-mail address	bikalicollege@gmail.com				
• Alternate e-mail address	gogoimonoj123@gmail.com				
3. Website address (Web link of the AQAR (Previous Academic Year))	https://bikalicollege.org/wp-content/uploads/2022/10/AQAR-Bikali-College-2020-21.pdf				
4. Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://bikalicollege.org/wp-content/uploads/2023/02/ACADEMIC-CALENDAR-2021-22.pdf				
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	B	2.3	2010	01/10/2010	31/08/2016
Cycle 3	B	2.3	2016	01/09/2016	31/08/2021
6. Date of Establishment of IQAC			05/02/2009		
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	
00	00	00	00	00	
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	6
<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 	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
The IQAC, Bikali College began the Inter-Departmental Lecture Series to encourage inter-disciplinary learning and knowledge exchange.	
The Bikali College Mentorship Programme was initiated to guide and aid students for their holistic development.	
A significant number of months of the academic year fell during the lockdown. The IQAC ensured that learning continued smoothly during this period through regular online classes and distribution of digital learning resources and material. Besides this, a number of webinars were conducted for the benefit of both students as well as faculty members.	
The IQAC collaborated with local NGO Mahila Shakti Kendra to raise awareness on gender issues among the students.	
The IQAC along with the Extension Cell conducted a free cardio health check-up camp for the local community at Bikali College.	
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
1. To initiate a mentoring system for the students to monitor their overall requirements and growth.	The Bikali College Mentoring Programme has been functioning smoothly and it has enabled us to monitor our students and their specific needs more

	effectively. Full details are available on our website.
2. Special classes to be initiated for NET/SLET coaching	The NET/SLET coaching was started by the Career Counselling and Guidance Cell and classes are held on regular intervals. The programme is coordinated by Alinda Hazowary of Department of Geography.
3. The IQAC ensures that there is regular orientation for both students and faculty members on the latest teaching-learning tools and methods.	The different departments, library staff with the aid of IQAC conducts regular orientation classes for the students on usage of digital learning tools and material. The IQAC also holds discussions for faculty members on latest tools and methods for teaching and learning.
4. To initiate several certificate courses to impart skill based education the students.	The college imparts several certificate courses such as computer basics and language, Sanskrit, GIS, Spoken English with several others in the pipeline such as Aquarium making and Aquariculture, Flute Playing etc
5. To inquire into the infrastructure requirements of the institution and ensure intervention by the administration to meet the requirements.	The gaps in the infrastructure amenities have been identified and several new facilities have been added by the college administration.
6. To conduct extensive awareness activities on issues such as social ills, gender discrimination for the benefit of the local community.	Awareness programmes on gender, mental health and environmental issues have been undertaken by the different cells and departments of the college.
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	21/09/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	06/02/2023

15. Multidisciplinary / interdisciplinary

Bikali College is extremely enthusiastic about multidisciplinary/interdisciplinary learning and engagement. The Inter-departmental Lecture Series was initiated with this objective and this initiative has seen positive outcome in the current academic year.

With respect to multidisciplinary and interdisciplinary learning for the students, as per the CBCS curriculum framework that the institution follows, we encourage students to take up papers from other disciplines for the Skill Enhancement Course (SEC) and Generic Elective (GE) papers. This is done from the 3rd semester of the UG course. However, in accordance with the instruction of the parent university, inter-stream choice for students is not practised.

The IQAC and the different departments in the college conduct programmes which are open to students from all disciplines. The departments of the college are also in the process of initiating different certificate courses which will be available to students across streams and disciplines to further the objective of inter and multi disciplinary learning. The college is also preparing to apply to NPTEL Local chapter. A Single Point of Contact (SPOC) has been duly assigned and work has been initiated for the same. This will allow our students to avail courses as offered from multiple disciplines providing more choices to our students. However it is to be noted that credit transfer is yet to be implemented by the parent university.

16. Academic bank of credits (ABC):

The Academic Bank of Credits (ABC) system is yet to be implemented by our affiliate university. However, as part of the institutional preparedness in implementation of the ABC the college authority and the teaching staff have begun preparation to create a

database of the students which will be then stored in a centralized digital database. We hope that this will aid the smooth implementation of the ABC which was first envisioned in the NEP 2020 whenever the affiliate university and state education department issues guidelines to implement the same.

17.Skill development:

The institution has initiated several skill based and career oriented certificate courses in line with the National Education Policy, 2020. The institution already provides several certificate courses and diploma in computer education at very reduced prices for the benefit of our students. The Bikali College also offers certificate and diploma programmes in Sanskrit language. The Department of Geography offers a certificate course in Geoinformatics. The Department of Zoology regularly conducts Workshops on different prospects of Sericulture in collaboration with the Central Muga Eri Research Training Institute, Boko and Central Silk Board. Besides these, the institution is planning to start skill based courses in agrofarming, aquaculture, Spoken English and Personality Development, Rabha language, Music and Tourism.

In accordance with the CBCS curriculum the institution also offers Skill Enhancement Course which has different papers for different disciplines such as Public Speaking, Tourism, Public Opinion and Survey Research, Ornamental Fish and Fisheries, Apiculture, Non-Mulberry Sericulture etc.

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

Bikali College's medium of instruction are Assamese, Bodo and English. The institution also offerers a Sanskrit certificate course and has taken initiative to offer similar courses in Rabha and Bodo. The institution also boasts of an active Bodo and Rabha Literary Society. These literary societies conduct several literary activities such as seminars, workshops and other programmes to create awareness and impart education on indigenous languages and culture. The institution is also working to revive its museum of local culture and artwork. The institution has also fixed dates for a National Seminar to be conducted in association with the Assam Folklore Society on the topic "Indigenous Faith and Culture in India in the context of Contemporary India.

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

Bikali College adheres to the CBCS curriculum as prescribed by Gauhati University. The syllabi prescribed by the university also

includes outcomes of every paper offered. The educators of the institution thus ensure that the instruction of their respective papers follow the outcomes given. Regular classroom assessment as well as sessional examinations are conducted to gauge the outcomes among the learners.

20.Distance education/online education:

Bikali College presently does not impart online or distance education. The college is however in the process of applying to SWAYAM Local Chapter which will enable our students to pursue some of the courses offered by respective educators.

Extended Profile

1.Programme

1.1	4
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	1700
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	364
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	364
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	62
File Description	Documents
Data Template	View File
3.2 Number of Sanctioned posts during the year	27
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	49
4.2 Total expenditure excluding salary during the year (INR in lakhs)	10424650
4.3 Total number of computers on campus for academic purposes	84

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

Bikali College, is affiliated to Gauhati University and hence follows a curriculum framed by the Committee for Courses and Syllabus (CCS) of Gauhati University for all three streams. The institution has an Academic Committee and the Routine Committee who have been assigned the role of the implementation of curriculum

delivery and documentation. The Academic Committee issues guidelines and instructions for curriculum delivery in pursuance of the instruction from the affiliating university. The Routine Committee prepares the class routine at the beginning of every semester. These committee also oversee the smooth functioning of classes. Through the Mentoring Programme, mentees can inform their respective mentors of academic problems such as pending lessons, need for remedial classes and other miscellaneous academic issues. The mentors then take up the issues with the Academic Committee who prescribe solutions after discussion with the respective teachers. Furthermore, faculty members prepare a Lesson Plan and accordingly try to complete the syllabus within the stipulated time. The class and course records are documented in the departmental record diary (log book) allotted to each department by the Academic Committee. The Examination Committee is responsible for holding sessional examinations and the departments are at liberty to hold class tests as per as their requirement for the benefit of their students. The HODs along with their departmental faculty members are required to hold a meeting at the beginning of each semester to discuss the mechanism for smooth completion of the syllabi along with assignments and library work for students.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://bikalicollege.org/wp-content/uploads/2021/08/prospectus-converted.pdf

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

A continuous evaluation system is undertaken by the institution to monitor the academic progress of the students. Frequent class tests, surprise tests, quizzes, classroom presentations, assignments and projects, group discussions and debates, sessional examinations are conducted, through which the students are continuously evaluated and their performance and progress monitored. Regular Class tests on units completed are held with a view to prepare the students for their final examinations and to ensure continuous learning and practice. Classroom presentations and projects encourage the students to enhance their critical thinking and hone their creative skills. Students are involved in framing questions on topics covered which is an innovative learning method used by the instructors here at Bikali College. Answer scripts are discussed with the students

for correcting the mistakes of the students as well as maintaining transparency on the part of the teachers. Students are always encouraged to do better by the teachers. Group assessment is conducted by teachers when students are assigned group presentations and assignments. Tutorials and remedial classes are conducted for the students who require and request the same.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in B. Any 3 of the above 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

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

1.2 - Academic Flexibility

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

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

4

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

4

File Description	Documents
Any additional information	No File Uploaded
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

148

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

148

File Description	Documents
Any additional information	No File Uploaded
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 institution abides by the Gauhati University syllabus which follows the CBCS curriculum and course contents. Full chapters on

professional ethics, gender, human values, environment and sustainability are included discipline wise for all streams. Apart from this the institution conducts awareness programmes particularly on the environment and gender equality through different co curricular activities as well as extension programs. In addition to imparting lessons on its course content the institution encourages several activities to imbibe human values and professional ethics. NCC encourages the induction of girl cadets and the Women Cell of the college organizes programs to promote gender awareness. Focus is also given on environmental awareness and sustainability which is undertaken by the Basundhara Nature Club. Different cells and units of the college joinhands to encourage plantation programs and maintain the same. The students who have availed Pragyana Bharti fee waiver scheme of the government of Assam are also asked to plant saplings and nurture them either in the college campus or their residential area which are then verified through photodocumentation etc.

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

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

15

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

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

357

File Description	Documents
Any additional information	No File Uploaded
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

D. Any 1 of the above

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

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

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://bikalicollege.org/wp-content/uploads/2023/02/Student-Feedback-Form-Bikali-College-Dhupdhara.pdf

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

600

File Description	Documents
Any additional information	No File Uploaded
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

319

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

2.2 - Catering to Student Diversity

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

The institution adopts holistic approach for teaching, learning and evaluation and therefore it lays emphasis on slow learners as well

as advanced learners. The slow learners and the advanced learners are identified through a process of assessment based on entry marks and marks in class tests and sessional examinations.

The institution resorts to the following strategic approach for improvement of the learning levels of the slow learners because most of the students come from poor academic environment and they are usually found to be introverted by nature, and not academically conscious. The teachers, therefore, try to create a student friendly environment in the college so that the students do not hesitate to approach the teachers for any problems, be it academic or personal.

So the institution organizes special programmes for slow learners through a series of events such as

1. Goal specific motivation
2. Counseling
3. Special interaction with parents
4. Conducting special class (extra classes)
5. Reading and writing practices

The institution conducts special programmes for advanced learners for further progress. In addition to normal academic activities the advanced learners are encouraged to participate in quiz, debate, group discussions, symposia, seminars and other literary activities through departmental as well as institutional arrangements. Further the advanced learners are encouraged to use library as well as career related resources.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
1960	62

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

In view of catering to the continuously changing needs of higher education, the institution emphasizes on student centric methods of teaching and learning. Apart from classroom teachings the teachers encourage experiential learning for the laboratory based disciplines. Students are given to handle problems of course contents which they have to solve either using the laboratory facilities or through field level experiments. All the departments are instructed to undertake experiential learning methods and practices. Teachers dedicate themselves to make the practical classes interesting so that the students are drawn towards practice-centric learning.

The departments conduct group discussions, quiz competition, creative writing competition, seminars, debates, and lecture programmes to enhance learning through participatory method.

The institution has provision to involve students for problem solving practices. Student grievances and other issues are identified by the mentors and concerned departments and students are encouraged to solve the issues using proper channel mechanisms and due process of petition making with documentation. The faculty members aid the students in pursuing their specific grievance through the concerned cells and committees and provide required guidance for problem solving practices.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

Each department has a desktop which is used by both teachers and the students for learning the basic use of computers. A number of classes have projectors which enable to make the teaching learning process more interesting than the conventional chalk board method. The institution has provided classrooms with interactive white boards to enhance the teaching method. Students can avail the facility of

photocopier in the college campus which saves them a lot of time and money. Some students have pen drives where they store their assignments and lessons.

Moreover, the teachers have been taking online classes and communicating through WhatsApp and Google Meet during the pandemic period. Faculty members are encouraged to use power-point presentations in their teaching by using LCD's and projectors. They are also equipped by digital library, online search engines and websites to prepare effective presentations.

Online competition and webinars was conducted during pandemic to keep the students involved in co-curricular activities.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://bikalicollege.org/wp-content/uploads/2022/03/ICT-Enabled-Tools-for-teaching-learning-upload.pdf

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

71

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

27

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

15

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

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

2.4.3.1 - Total experience of full-time teachers

27

File Description	Documents
Any additional information	No File Uploaded
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.

Internal assessment is considered as one of the most important parts of continuous evaluation and assessment process. Therefore, the

institution developed a scientific mechanism for internal assessment.

The process follows the below mentioned steps.

1. The schedule of sessional examination is given in the Academic Calendar which is uploaded in the institution website.
2. The teachers discuss the topics and sets questions from chosen chapters. The students are encouraged to suggest possible questions as well.
3. The sessional examination is held for an hour per subject.
4. Evaluation method comprises of internal examinations held progressively during the semester and assignments. This helps in assessing the periodic performance of the student.
5. All the records and data bank of attendance in internal Examinations, Question papers, valued answer sheets/copies, summary of marks sheets, are properly maintained by the teachers for academic monitoring/academic audit.

Class Assessment Test:

1. After valuation, marks are displayed by faculty members.
2. Assessment copies are shown to the students and they are given advice on how to improve their marks.

Sessional Examination:

1. Valuation is done by the respective subject teachers.
2. Answer sheets are shown to all the students and answers are also discussed in the class.

Assignments:

Assignment topics are discussed with students. The students submit two assignments for each paper.

Internal Assessment Marks:

Internal Assessment Marks which comprises attendance, assignments and sessional exam marks.

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

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

The institution has developed a mechanism to deal with internal examination related grievances. Utmost care has been taken to make the mechanism transparent, time bound and efficient. The mechanism is briefly described below.

1. A specific examination committee is constituted for the academic session comprising of the Principal, a coordinator and head of all the departments as members.
2. The committee accepts any grievance pertaining to internal examination in written form of application.
3. Usually grievances arise from the marks secured in the internal examination. The students often complain of under marking.
4. In such situation answer scripts are sorted out and after re-verification by a faculty other than the evaluator is conducted and submitted to the committee.
5. Finally the committee convenes the students and shows the answer script.
6. After redressing the grievance the rectified marks if any are uploaded in the university portal.
7. Apart from the claim other than under marking such as examination schedule, time frame etc are redressed with the claimants in the meeting of the committee.

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

2.6 - Student Performance and Learning Outcomes

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

Teachers and students are aware of the stated programme and course outcomes of the programmes offered by the institution

The institution has developed a mechanism to make the teachers and students aware of the stated programmes and course outcome of the programmes. The mechanism is operative through a process comprising of the following components.

1. The Principal, the Management committees, and IQAC play a leading role in making the teachers and students aware of the stated programmes and course outcomes.
2. Bodies like the prospectus committee, routine committee, ICT cell, examination committee, library committee and HODs work together for successful implementation of the programmes.
3. The prospectus committee prepares the prospectus incorporating the academic calendar for the academic session and updates on the programmes offered by the institution. Apart from the programmes offered it provides information regarding admission, admission fees, academic calendar, routine etc. including students' facilities.
4. The ICT cell uploads the prospectus and other related information on the institutional website.
5. As per the instruction of IQAC, the HODs arrange counselling programmes immediately after new entry to acquaint the students with the programmes, infrastructural facilities, library facilities, examination procedure, attendance, etc.
6. The Principal and IQAC arrange staff meeting and make the faculty members aware of the stated programmes and course outcomes of the programmes.
7. The meeting decides on the measures for effective implementation of the programmes and to achieve the course outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
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 institution seeks to impart holistic education on a student centric purpose. Therefore, the institution lays emphasis on evaluation of programme outcome, course outcome and programme specific outcome, and it follows a specific method for measuring their attainments as well as levels. A continuous process is

resorted for this purpose with an exclusive academic plans and implementing them right from the beginning of the academic session to the final examination.

The IQAC of the institution instructs the concerned stake holders for a joint venture for attaining standard level of programme outcome, course outcome and programme specific outcome. The stake holders such as academic committee, library committee, ICT cell, routine committee and examination committee work for the said purpose through the following steps.

1. Departmental faculty members are instructed to make a Lesson Plan with introduction about the course contents, plans to implement them and duration of learning of the students at the beginning of the session.
2. Class tests, internal examinations are conducted and course based assignments are given to measure the levels of attainment.
3. Students' achievements are measured quantitatively and expressed in percentage after declaration of the final examination results by the GU.

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

2.6.3 - Pass percentage of Students during the year

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

398

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://bikalicollege.org/wp-content/uploads/2022/03/Annual-Report-2020-21.pdf

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://bikalicollege.org/wp-content/uploads/2023/02/Student-Feedback-Form-Bikali-College-Dhupdhara.pdf>

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)

00

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

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

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

00

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

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

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

01

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

3.2 - Research Publications and Awards

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

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

01

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

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

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

07

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

3.3 - Extension Activities

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

The IQAC, the Extension Cell as well as the departments are involved in carrying out activities to sensitize students and local communities on issues of environmental and social concern. These are few of the extension activities carried out during the academic year.

During the pandemic the IQAC, Bikali College in collaboration with its NCC unit conducted a webinar on 'Mental Health Management during the Pandemic' which was open to both students as well as the general public. The Department of Geography conducted its annual Green Diwali Awareness among the students and local areas. The IQAC, Bikali College in collaboration with local NGO Mahila Shakti Kendra conducted its annual awareness programme on women's rights among the students. The IQAC, Bikali College and Extension Cell, Bikali College in collaboration with Advance Health Care Centre, Guwahati Metro Hospital organized a free cardio health check-up in the college premise for college fraternity and local residents. The college also hosted Swarnim Bharat Bike Rally awareness for students on road safety along with Brahma Kumari as part of the Azadi ke Amrit Mahotsav celebration. Bikali College conducted a plantation drive on World Environment Day where students learnt of the perils of environmental degradation and how each one of them can be part of environmental protection. May of 2022 Assam saw grave floods all over the state. Bikali College did their bit by contributing to flood relief in surrounding districts in collaboration with Robinhood Army. A cleanliness drive at Shilpi Khetra in Dhupdhara was conducted by NSS unit.

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

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

00

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

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

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

10

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

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

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/

NCC/ Red Cross/ YRC etc., during the year

424

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

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

00

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

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

00

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

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 Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc. The college has 11 departmental rooms with libraries, 37 well-furnished spacious classrooms for UG and PG classes including 5 smart class rooms. It has about 7000 square meters built-up area spread across one two-storied RCC building, 10 Assam type buildings, 11 laboratories, and 2 hostels, one each for boys and girls. Parts of the main RCC building are used for the Principal's office, computer laboratory, and central library. For extra and co-curricular activities, the college has one outdoor mini stadium and one indoor stadium. Besides, the available classrooms, there are three seminar halls for seminars, conferences, workshops, etc. The college has adequate ICT facilities. It has 84 computer sets, 7 Wi-Fi router connections, several projectors, etc. The college also has a guest house. The entire campus is encircled by a concrete boundary wall and all the buildings are well connected with concrete footpaths. The college has a deep boring facility with water tanks at specific places. Seven water purifiers are installed in specific locations of the college. There are sufficient toilet facilities (13 blocks) for teachers and students in the campus. There is also an e-waste storeroom where damaged and non-functional computers, printers etc. are kept.

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

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

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

The institution provides adequate facilities for cultural activities, sports, and games for the benefit of the students. The college has two auditoriums with fixed stage of one of which is equipped with light and sound facilities. For the sports events, the

college has an outdoor stadium with gallery facility where cricket and football matches are held, an indoor stadium with badminton courts and yoga centre. The institution has volleyball and basketball courts. A gymnasium for both male and female students and staffs also in operation. The students practice under the supervision of a trained gym instructor. Besides, our institution regularly conducts yoga practices and a yoga center has been accommodated in the indoor stadium itself.

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

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

07

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

07

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

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

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

4326697

File Description	Documents
Upload any additional information	No File Uploaded
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)

The institution has a central library as a learning resource linked with departmental libraries and it tries to manage it through an Integrated Library Management System (ILMS). For proper implementation of the ILMS, there is a library committee which consists of the Principal as the chairperson, the librarian as the coordinator, Vice Principal, IQAC coordinator and three faculty members, one from each stream as members. The library has a large collection of textbooks, reference books, few rare books, national and international journals, and bulletin volumes. It has the capacity to accommodate about 170 students and 20 faculty members at a time. As an automated library system, it keeps bibliographic records, copies records, and other related records along with computerized facilities such as Online Public Access Catalogue (OPAC), National Library and Information Services Infrastructure for Scholarly Content (N-LIST), and upgraded software SOUL 3.0, an Integrated Library Management Software.

The library has 13777 textbooks, 11248 reference books, 09 regional journals and 14 national journals. Further, the library also has access to the latest e-journals through N-LIST. It also provides access to the internet as well as CD/DVD-based electronic resources. The library also provides the facility of downloading and reprography.

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

4.2.2 - The institution has subscription for the A. Any 4 or more of the above

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

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

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

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

193467

File Description	Documents
Any additional information	No File Uploaded
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

6627

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

4.3 - IT Infrastructure

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

In accordance with the changing scenario of the IT sector in the

country and the need of the institution, the college update its IT facilities from time to time. Presently, the computer software SOUL 3.0 version is in function which was upgraded in the last academic year. Moreover, laptops and desktop computers of the institution are updated from time to time. The faculty members have access to Wi-Fi facility which has been extended to different floors of the institution. The office is also facilitated with internet for smooth functioning of official and administrative work. The students have free access to Wi-Fi facility in the library.

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

4.3.2 - Number of Computers

84

File Description	Documents
Upload any additional information	No File Uploaded
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)

2191921

File Description	Documents
Upload any additional information	No File Uploaded
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.

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

Bikali College follows an efficient and systematic procedure to maintain and utilize its physical infrastructure, academic support facilities as per requirement. The Academic committee supported by Routine sub-committee manage the allotment of classrooms. The departments and library committee ensure there is adequate learning material. The IQAC alongwith the concerned committees and cells assess the working of the physical support facility and suggest further requirement of classrooms, laboratories, other teaching aids asand whenrequired. For proper management of the Central Library, the college has a Library sub-committee constituted by the Principal as the chairperson, the Vice Principal, the Librarian as the secretary, Coodrnator, IQAC and Assistant/Associate professor, one each from Arts, Commerce and Science streams members whichlooks into the smooth functioning ofthe library. Laboratories are managed by the departmental faculty members. The system has been developed for maintaining and utilizing facilities for overall benefit of the students and the faculty members. The institution constitutes sub-committees to monitor the proper utilization of the available facilities.

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

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

336

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
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

00

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

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

A. All of the above

File Description	Documents
Link to institutional website	https://bikalicollege.org/
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

648

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

648

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

A. All of the above

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

29

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

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

50

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
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

18

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.**

00

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

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

Bikali College has different students' bodies /representatives such as Bikali College Students Union (BCSU), Bodo Literary Society and Rabha Literary Society who play an important role in engagement in various administrative, cultural, co-curricular activities.

Bikali College Students Union (BCSU): This body was formed in the year 1982. Its primary responsibility is to protect and promote the interests of the student community in the college campus. The members of the BCSU are elected by students through secret ballot. The Vice President and General Secretary of BCSU are active

members of the Anti-ragging Committee. Each office bearers of BCSU have their assigned responsibility. The student union is key to the maintenance of harmony, cleanliness and discipline in the college. It helps the college authorities in the smooth functioning of the college.

The major activities of BCSU are:

- To organize functions like General Fresher's Social and other events.
- To organise Annual College Week.
- To bring to the notice of the Principal the student grievances
- To act as a link between the administration and the students.
- During new admission, organizing academic events the institution facilitates students involvement in helping administrative as well as management work of the office.
- It assists NSS and college teachers in various co-curricular and extra-curricular activities inside the college campus.
- It has active involvement in raising fund for emergency medical help among the students or in flood relief problems. Student representatives also share responsibility in various events such as seminars, workshops, cultural and sport activities.

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

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

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

The Alumni Association is in the process of getting registered and activity plan is being chalked out by the coordinator.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision and Mission: The institution's vision is to be a centre of excellence in the field of education which would impart knowledge and wisdom in the society. The institution envisions to fulfill its goal by providing skill based knowledge and learning at affordable coststo its students. The institutionalalso seeks to inculcate high

moral values as well as professional ethics thereby shaping the students to become model citizens as well as good human beings who contribute to the welfare of the society and the nation.

Governance Mechanism: The Governing Body(GB) is the apex which formulates the policies of the institution. The Chairperson of the GB is chief trustee and is assisted by the Principal as the ex-officio Secretary of the GB. The GB also constitutes other members such as the local MLA, Vice-Principal, University representative(s), teacher representative(s), librarian, guardians, donors, female representative and office staff representative.

The GB meetings are held regularly which deliberate and then direct the Principal on the steps to be undertaken for the infrastructural and academic development of the college in accordance with its vision and mission.

The governance mechanism is further decentralised as the developmental plan and initiatives undertaken is monitored and assessed by the Internal Quality Assurance Cell (IQAC). Besides the IQAC, there are several statutory cells and committees which supervise and monitor the academic activities of the college.

Thus, the governance mechanism functions as an organic whole which is decentralized and participatory to ensure efficiency, transparency and inclusivity.

File Description	Documents
Paste link for additional information	https://bikalicollege.org/about-us/vision-mission/
Upload any additional information	No File Uploaded

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

Aiming to maximise decentralised participative management the institution has a well evolved power sharing and devolution system. The apex bodies of the institution are the Principal's office and the Governing Body who are the primary decision making bodies.

The Vice-Principal's office remains adjunct to that of the

Principal.

The IQAC is the prime planner and monitoring body of the institution.

The secondary level of management constitutes of the teaching staff (HoDs and faculty members), librarian and library staff and the non-teaching staff.

Furthermore, there are different stakeholder bodies who also are part of the decentralised participation management such as parent/guardians groups, the Bikali College Students' Union (BCSU) and the alumni association.

The management system also constitutes of several committees such as the Academic Committee which further constitutes the Admission Committee, Prospectus Committee, Routine Committee, Examination Committee, Library Committee, Research and Innovation Committee (to be reconstituted as Research and Development Cell).

The Management Committee constitutes of the Internal Complaints Committee (ICC), Anti-Ragging Committee, Discipline Maintenance Committee and Hostel Management Committee. Besides these there are several cells such as Women's Cell, Grievance Redressal Cell, Career Counselling and Guidance Cell, NSS, NCC, Extension Cell, ICT Development and Maintenance Cell. Each cell has its respective coordinator(s) who run it with autonomy keeping in mind the best interest of the institution and students.

The college also has several cultural-literary societies such as Rabha Literary Society, Bodo Literary Society, Basundhara Nature Club, Quiz Club etc.

File Description	Documents
Paste link for additional information	https://bikalicollege.org/administration/
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution (IQAC in consultation with the Governing Body) has developed a renewed strategic plan 2020-21 in the aftermath of the pandemic induced lockdown. The plan took stock of past NAAC peer team recommendations as well as IQAC assessment reports and prepared a special plan after a thorough SWOC analysis.

- The institution decided to introduce more cost-efficient skill based certificate courses to aid employment opportunities of the students.
- To ensure grant of recognition of PG Examination Centre for Department of Geography
- To train students as well as faculty members in proper and optimum usage of ICT tools in teaching and learning.
- To create a more research oriented environment.
- To expand on the existent physical infrastructure.
- To introduce mentoring programme for students to ensure support and holistic development.

In pursuance of the goals of the Strategic Plans some of the successful outcomes are as follows:

- The computer courses at reduced rates, GIS certificate programme, Spoken English and Personality Development course were undertaken.
- The Bikali College was granted permission to conduct PG Examination from January 2022 by the Gauhati University.
- Regular PPT presentations by students are encouraged.
- Faculty members are also encouraged to undertake FDPs to learn the emergent tools and techniques
- Several renovation activities and landscaping is underway in the college campus.
- Attempts are on to start a journal by the IQAC and PG departments.
- The Bikali College Mentoring Programme has begun and is functioning smoothly.
- NET/SLET coaching as well as Coaching for Competitive Exams are underway in the college.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Principal: The Principal is the executive authority of the institution who implements the directives of the Governing Body. The Principal's office is the key medium of communication between the Governing Body, University, government and the college fraternity.

Governing Body: The college has a GB which is the apex administrative body of the institution. It consists of the President, appointed by the Directorate of Higher Education from among renowned educationists. The GB also has the Principal, guardians, few faculty members, university representative, local community representatives as members. The GB prepares the strategic plan for the holistic development of the college.

Teachers' Unit: The unit aids the effective implementation of the strategic plan and suggests measures for improvement wherever required.

Cells and Committees: The different cells such as the IQAC and committees of the college take adequate measures to implement the strategic plan as well.

Recruitment: The recruitments are done by the Government of Assam. The number of vacancies are submitted to the Department of Higher Education. Accordingly advertisements are notified in leading dailies. Additionally, the college appoints faculty members on contract basis with due permission from the Governing Body as per requirement.

Promotion: Promotions of faculty members are carried out as per guidelines of the UGC and Gauhati University after evaluation of API score.

Service Rules: Employees adhere to the rules framed by the Gauhati

University and the Government of Assam.

Grievance Redressal Mechanism: There is a Grievance Redressal Mechanism as well as Internal Complaints Committee in the institution.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://bikalicollege.org/wp-content/uploads/2022/03/6.2.2-Organogram-1.pdf
Upload any additional information	No File Uploaded

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

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

1. Free Wi-Fi

2. There is provision for Maternity Leave and Child Care Leave.

3. Inter-departmental engagement, learning, communication and bonding is encouraged through academic as well as cultural and

recreational activities.

4. Free cardio check up organised this academic year for students, local community as well as staff.

5. Covid-19 Vaccination and other vaccinations are arranged in the campus.

6. College provides free accommodation to contractual faculty members in the Girls' and Boys' Hostel.

7. Leaves are granted to teachers who wish to undertake FDP programmes, refresher courses and PhD course work and submission.

8. The institution aids the employees' promotion process without delay while adhering to the strict maintenance of UGC guidelines and procedures.

9. The administration also aids the swift passage of the retired employees' Pension, Gratuity, Arrear processes with least redtapism.

File Description	Documents
Paste link for additional information	Nil
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

00

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

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

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

00

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

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

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

12

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

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

The institute regularly conducts performance based appraisal system for the staff, both teaching and non-teaching. The report of the appraisal is prepared on the basis of the performance of the employees in various fields such as academic, research, extra-curricular etc.

Appraisal system for teaching staff: The performance of the teachers is appraised through their use of ICT facility, course delivery, innovative methodologies used in the classroom, question paper setting and evaluation, helping students with their both academic and personal problems. Besides, student feedback and pass percentage of the course are also considered.

Moreover, the faculties are evaluated based on their contribution towards academic field, contribution to college administrative bodies such as academic committee, examination committee, performing invigilation duties etc. The above set performance appraisal report is filled by employee in a given prescribed proforma which includes all the above set related to points and sub points

Appraisal system for non- teaching staff: While appraising non-teaching staff's performance a few strategies are taken into account. This are technical contribution of individuals such as subject knowledge, awareness, productivity, quality, innovation, willingness to learn, diligence etc. On the other hand, they are also assessed on the behavioral aspects like group behavior, acceptability, punctuality etc.

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

6.4 - Financial Management and Resource Mobilization

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

Funds received from various sources are utilized properly with prior sanction of the Governing Body. The annual budget is also placed before the Governing Body for approval. An audit is conducted at the end of each financial year by a Chartered Accountant.

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

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)

36500

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
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

Major sources of institutional funding and resources:

1. Government grants

2. Grants from UGC, RUSA and others.

3. Fee collected from students.

4. Contribution from charitable organizations such as Bikali Mouza Unnayan Samiti, a local civil society organisation working for the socio-economic development of the Dhupdhara locality.

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

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

The contribution of the IQAC in 2021-22 towards quality assurance and development of the institution are as follows:

1. The IQAC initiated an inter-departmental lecture series to encourage inter-disciplinary learning and knowledge exchange.

2. The Bikali College Mentoring Programme was also initiated by the IQAC and is monitored to ensure holistic development of the students.

3. Despite the pandemic induced lockdown which hampered physical classes, the IQAC ensured that learning was not hampered and IQAC ensured digital classes were held smoothly. Several webinars on various themes including mental well being during the pandemic were also conducted by the IQAC.

4. The IQAC also collaborated with local NGO Nari Shakti to bring gender awareness among the students.

5. The IQAC along with the Extension Cell conducted a free cardio health check-up camp for the local community in Bikali College.

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

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

The IQAC works in close collaboration with the administration. All matters pertaining to the academic and administrative functions of the college are monitored by the IQAC. The IQAC ensures that there is effective communication among all units and members of the college fraternity and as such all information pertaining to everyday activities in the college are regularly uploaded on the institutional website. Orientation Programme is conducted for the newly admitted students. They are made aware of the rules and regulations of the college and the CBCS system. Students are encouraged to participate in various co-curricular activities conducted by the different societies/cells of the college like NCC, NSS, Women's Cell etc. The IQAC also aids the different departments to initiate skill based certificate courses for the benefit of the students. It ensures regular classes and assessments to measure the outcomes of the courses. Remedial classes are given as and when required. As part of its move towards digital learning the IQAC ensures that a requisite number of classes are held using digital tools. Teachers are encouraged to upload e-material on the digital library website and students are encouraged to use them. The IQAC is also working on starting its SWAYAM-NPTEL Local chapter. The IQAC also collects a Student Satisfaction Survey, the data of which is analysed to understand loopholes and to be taken up for correction. The IQAC is in preparation to conduct an academic audit to analyse any loopholes in institutional teaching learning methods and prepare strategies.

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

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

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://bikalicollege.org/wp-content/uploads/2022/03/Annual-Report-2020-21.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

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

1. Webinar on Mental Health Management during Pandemic was organized by IQAC and NCC Unit, Bikali College unit on 9th of July, 2021. The resource person was Dr. Sunita Agarwalla, HOD, Department of Education, Dispur College.

2. IQAC, Bikali College in association with Mahila Shakti Kendra, Goalpara zone, conducted an awareness programme on "Women's Rights" on 26 November, 2021 in the college premises.

3. The Women's Cell, Bikali College in collaboration with IQAC, Bikali College conducted a poster making competition on the theme 'Smash Patriarchy' on December 31, 2021

4. The Women's Cell, Bikali College in collaboration with the Bikali College Students' Union organized a weeklong self-defense training programme from 23 January 2022 to 1 February 2022. Adhiraj Rabha and Nijwm Narzary of Red Dragon-Do Academy, Dhupdhara affiliated to

Goalpara District Karate-Do Association were invited as Karate instructors to impart the required training to the students.

5. International Women's Day was commemorated at Bikali College on 8 March, 2022. A lecture on the topic 'Gender Sensitization in the 21st Century: An Outlook' was organized by the Women's Cell in collaboration with the IQAC. Dr. Rani Mudiar Deka, Retd. Vice Principal & HoD, Department of Economics, Dispur College and Dr. Sunita Agarwalla, Vice Principal and HoD, Department of Education, Dispur College addressed the gathering on the topic.

6.33% of seats are reserved for girls in the college NCC unit.

File Description	Documents
Annual gender sensitization action plan	<p><u>1. An awareness programme on the occasion of 'World Aids Day' to be held on 1-12-2022, as AIDS has become a menace in the North East and it is the youth of today who will be responsible for a better tomorrow. 2. Understanding the importance of mental well-being, Bikali College time to time organizes programme on Mental Health Management. 3. The Women's Cell, Bikali College has been organizing self-defense training programme for girl students for the past few years and will arrange the same. 4. International Women's Day is celebrated at Bikali College on 8 March every year. 5. Women Cell, Bikali College and IQAC plan to organize programme for students on Women Empowerment, Gender Sensitization and gender identity issues in the form of lectures, art competition and workshop. 6. Awareness programs like importance of human rights, Rights of Women, Domestic violence to be organized periodically.</u></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><u>Nil</u></p>

7.1.2 - The Institution has facilities for

C. Any 2 of the above

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

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

Being a green campus situated in a rural area, a small amount of solid waste is generated here on the campus. Waste Collection bins and pit are constructed. Moreover, emphasis is given on Use and Reuse. The biodegradable waste that is produced is disposed of in a specific pit. The production of non-biodegradable wastes is small in amount and these are kept separately in a specific place to dispose of scientifically. However, there are incinerators for disposal of sanitary napkins in girls' hostel and college. Liquid waste is managed by using a number of septic tanks. Since E-waste disposable facility is not available in the locality, a separate storage room has been allotted for the purpose which will be taken up for recycling. A vermi-compost project is being started by the the college authority.

The institute does not produce bio-hazardous waste.

Biomedical waste is not produced in the college.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore B. Any 3 of the above

well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

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

7.1.5 - Green campus initiatives include

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

A. Any 4 or All 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	No File Uploaded

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

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

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	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 Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

5.

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

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

For promoting inclusive environment and to nourish nation building spirit creating tolerance and harmony, the institution celebrates national and international days such as Republic Day, Independence Day, Birth anniversary of B. R. Ambedkar, Mahatma Gandhi, Silpi Divas and Bishnu Rabha Divas etc. The institution arranges multi-faceted

cultural and linguistic programmes throughout the year. Rabha Literary Society and Bodo Literary Society was initiated to promote social and communal integrity. Bodo Literary Society in collaboration with Department of Bodo, Bikali College celebrated Bodo Literary Day on November 16, 2021. In pursuance to the Government programmes on integrity, the institution organizes International Women's Day, World Environment Day, Constitution Day, Voters Day, and Human Rights Day.

To create awareness and a sense of social responsibility, the institution arranges cultural competitions, musical and dance competitions of different languages and forms, debate competitions, quiz, drama competitions, literary competitions and many more. The institution encourages students of different communities like the Garos, the Hajongs, the Rajbongshis, the Bodos, the Rabhas, the mainstream Assamese etc to showcase their culture and literature in various programmes of the college which helps in enhancing tolerance and socio-economic sense.

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	No File Uploaded

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

The institution always prioritizes constitutional obligations among the students and employees so that they uphold the duties and responsibilities as a good citizen. The students, faculties and office staff oblige and adhere to the constitutional values from the first day of their entry. Students are counselled not only about the rules and regulations of the college but also on the rights and duties of a responsible citizen. To practically inculcate faith in the Constitution and constitutional values, the college conducts and celebrates Constitution Day, Voters Day, Human Rights Day, Independence Day, Republic Day etc. Singing of National Anthem in all programmes organized in the campus has become a tradition for enhancing patriotism, national and human values. The students are encouraged to take part in various activities related to the constitution like quiz, debate etc held by the district administration and different colleges. Further, the NCC and NSS unit of the college regularly engages in drills and exercises and recites

important slogans of integrity and patriotism which is witnessed by other stake holders of the college.

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

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

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	No File Uploaded
Any other relevant information	No File Uploaded

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

Bikali College commemorates all major national and international days and events where faculty members, students participate equally. Events are also organised with local community members as participants to raise awareness on the events and their significance. The college celebrated Independence Day during lockdown with few students and staff following covid norms. After the reopening of the college post lockdown in October, the college commemorated Gandhi Jayanti, Constitution Day in November, Yoga Day, National Voters' Awareness Day, International Women's Day and

several other events of national and international significance.

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	No File Uploaded

7.2 - Best Practices

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

I Title: Inter-Departmental Lecture Series

The main objectives is to promote multi-disciplinary learning among teachers. The need addressed and context is that Interdisciplinary learning is perceived as the need of the hour. Several lectures have been delivered on diverse topics till date. Positive feedback from the faculty members has been received and Inter-departmental dialogue has been enriched. The main problems encountered is due to the tight schedule of classes as the college caters to Higher Secondary students, it sometimes becomes difficult to follow the schedule of holding the said lectures.

II. Title: Digital Literacy Programme

The main objective of the programme is to provide digital literacy through computer courses at low prices to students coming from economically weaker sections. The need addressed and context is that digital education has become a must in current times without which literacy remains incomplete. However, with most of our students coming from highly poor backgrounds, they lack the wherewithal to avail computer courses which charge exorbitant rates. Computer literacy is needed presently for all employment opportunities as well. Hence Bikali College offers multiple computer courses to its students at less than 50% of the rate quoted in any other institution, private or otherwise. The main problems encountered is that students do not have access to computers at home and hence gaps crop up in practice.

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

7.3 - Institutional Distinctiveness

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

Prioritizing on the mission of the institution to initiate educational progress in a backward rural-tribal area, it ventures to expand higher educational facilities specially Science, Commerce and PG programme in Assamese and Geography in addition to provincialized ongoing Arts stream. To achieve this mission, the institution successfully mobilized the neighbouring communities for their cooperation and got spontaneous response. This resulted in many of the local organization extending their financial as well as moral help to the institution. The institution considers the need of involvement of not only the students but also the local community. The institution has fulfilled the dreams of the society which is clearly reflected in the 100 % successful results of Science, Commerce streams and PG. The institution also aims to bring equity through education in a gendered society and hence the institution gives special support and incentives to girl students in a number of ways. This has led to a greater and growing number of female students availing education over the years and this is another unique and distinctive feature. The contribution to the holistic development not only of the students but also of the community as a whole can be observed.

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

Bikali College, is affiliated to Gauhati University and hence follows a curriculum framed by the Committee for Courses and Syllabus (CCS) of Gauhati University for all three streams. The institution has an Academic Committee and the Routine Committee who have been assigned the role of the implementation of curriculum delivery and documentation. The Academic Committee issues guidelines and instructions for curriculum delivery in pursuance of the instruction from the affiliating university. The Routine Committee prepares the class routine at the beginning of every semester. These committee also oversee the smooth functioning of classes. Through the Mentoring Programme, mentees can inform their respective mentors of academic problems such as pending lessons, need for remedial classes and other miscellaneous academic issues. The mentors then take up the issues with the Academic Committee who prescribe solutions after discussion with the respective teachers. Furthermore, faculty members prepare a Lesson Plan and accordingly try to complete the syllabus within the stipulated time. The class and course records are documented in the departmental record diary (log book) allotted to each department by the Academic Committee. The Examination Committee is responsible for holding sessional examinations and the departments are at liberty to hold class tests as per as their requirement for the benefit of their students. The HODs along with their departmental faculty members are required to hold a meeting at the beginning of each semester to discuss the mechanism for smooth completion of the syllabi along with assignments and library work for students.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://bikalicollege.org/wp-content/uploads/2021/08/prospectus-converted.pdf

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

A continuous evaluation system is undertaken by the institution to monitor the academic progress of the students. Frequent class tests, surprise tests, quizzes, classroom presentations, assignments and projects, group discussions and debates, sessional examinations are conducted, through which the students are continuously evaluated and their performance and progress monitored. Regular Class tests on units completed are held with a view to prepare the students for their final examinations and to ensure continuous learning and practice. Classroom presentations and projects encourage the students to enhance their critical thinking and hone their creative skills. Students are involved in framing questions on topics covered which is an innovative learning method used by the instructors here at Bikali College. Answer scripts are discussed with the students for correcting the mistakes of the students as well as maintaining transparency on the part of the teachers. Students are always encouraged to do better by the teachers. Group assessment is conducted by teachers when students are assigned group presentations and assignments. Tutorials and remedial classes are conducted for the students who require and request the same.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

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

B. Any 3 of the above

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

1.2 - Academic Flexibility

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

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

4

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

4

File Description	Documents
Any additional information	No File Uploaded
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

148

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

148

File Description	Documents
Any additional information	No File Uploaded
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 institution abides by the Gauhati University syllabus which follows the CBCS curriculum and course contents. Full chapters on professional ethics, gender, human values, environment and sustainability are included discipline wise for all streams. Apart from this the institution conducts awareness programmes particularly on the environment and gender equality through different co curricular activities as well as extension programs. In addition to imparting lessons on its course content the institution encourages several activities to imbibe human values and professional ethics. NCC encourages the induction of girl cadets and the Women Cell of the college organizes programs to promote gender awareness. Focus is also given on environmental awareness and sustainability which is undertaken by the Basundhara Nature Club. Different cells and units of the college joinhands to encourage plantation programs and maintain the same. The students who have availed Pragyan Bharti fee waiver scheme of the government of Assam are also asked to plant saplings and nurture them either in the college campus or their residential area which are then verified through photodocumentation etc.

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

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

15	
File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

357

File Description	Documents
Any additional information	No File Uploaded
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

D. Any 1 of the above

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

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

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://bikalicollege.org/wp-content/uploads/2023/02/Student-Feedback-Form-Bikali-College-Dhupdhara.pdf

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

600

File Description	Documents
Any additional information	No File Uploaded
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

319

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

2.2 - Catering to Student Diversity

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

The institution adopts holistic approach for teaching, learning and evaluation and therefore it lays emphasis on slow learners as well as advanced learners. The slow learners and the advanced learners are identified through a process of assessment based on entry marks and marks in class tests and sessional examinations.

The institution resorts to the following strategic approach for improvement of the learning levels of the slow learners because most of the students come from poor academic environment and they are usually found to be introverted by nature, and not academically conscious. The teachers, therefore, try to create a student friendly environment in the college so that the students do not hesitate to approach the teachers for any problems, be it academic or personal.

So the institution organizes special programmes for slow learners through a series of events such as

1. Goal specific motivation
2. Counseling
3. Special interaction with parents
4. Conducting special class (extra classes)
5. Reading and writing practices

The institution conducts special programmes for advanced learners for further progress. In addition to normal academic activities the advanced learners are encouraged to participate in quiz, debate, group discussions, symposia, seminars and other literary activities through departmental as well as institutional arrangements. Further the advanced learners are encouraged to use library as well as career related resources.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
1960	62

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

In view of catering to the continuously changing needs of higher education, the institution emphasizes on student centric methods of teaching and learning. Apart from classroom teachings the teachers encourage experiential learning for the laboratory based disciplines. Students are given to handle problems of course contents which they have to solve either using the laboratory facilities or through field level experiments. All the departments are instructed to undertake experiential learning methods and practices. Teachers dedicate themselves to make the practical classes interesting so that the students are drawn towards practice- centric learning.

The departments conduct group discussions, quiz competition, creative writing competition, seminars, debates, and lecture programmes to enhance learning through participatory method.

The institution has provision to involve students for problem solving practices. Student grievances and other issues are identified by the mentors and concerned departments and students are encouraged to solve the issues using proper channel mechanisms and due process of petition making with documentation. The faculty members aid the students in pursuing their specific grievances through the concerned cells and committees and provide required guidance for problem solving practices.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

Each department has a desktop which is used by both teachers and the students for learning the basic use of computers. A number of classes have projectors which enable to make the teaching learning process more interesting than the conventional chalk board method. The institution has provided classrooms with interactive white boards to enhance the teaching method. Students can avail the facility of photocopier in the college campus which saves them a lot of time and money. Some students have pen drives where they store their assignments and lessons.

Moreover, the teachers have been taking online classes and communicating through WhatsApp and Google Meet during the pandemic period. Faculty members are encouraged to use power-point presentations in their teaching by using LCD's and projectors. They are also equipped by digital library, online search engines and websites to prepare effective presentations.

Online competition and webinars was conducted during pandemic to keep the students involved in co-curricular activities.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://bikalicollege.org/wp-content/uploads/2022/03/ICT-Enabled-Tools-for-teaching-learning-upload.pdf

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

71

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

27

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

15

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

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

2.4.3.1 - Total experience of full-time teachers

27	
File Description	Documents
Any additional information	No File Uploaded
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.

Internal assessment is considered as one of the most important parts of continuous evaluation and assessment process. Therefore, the institution developed a scientific mechanism for internal assessment.

The process follows the below mentioned steps.

1. The schedule of sessional examination is given in the Academic Calendar which is uploaded in the institution website.
2. The teachers discuss the topics and sets questions from chosen chapters. The students are encouraged to suggest possible questions as well.
3. The sessional examination is held for an hour per subject.
4. Evaluation method comprises of internal examinations held progressively during the semester and assignments. This helps in assessing the periodic performance of the student.
5. All the records and data bank of attendance in internal Examinations, Question papers, valued answer sheets/copies, summary of marks sheets, are properly maintained by the teachers for academic monitoring/academic audit.

Class Assessment Test:

1. After valuation, marks are displayed by faculty members.
2. Assessment copies are shown to the students and they are given advice on how to improve their marks.

Sessional Examination:

1. Valuation is done by the respective subject teachers.
2. Answer sheets are shown to all the students and answers are

also discussed in the class.

Assignments:

Assignment topics are discussed with students. The students submit two assignments for each paper.

Internal Assessment Marks:

Internal Assessment Marks which comprises attendance, assignments and sessional exam marks.

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

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

The institution has developed a mechanism to deal with internal examination related grievances. Utmost care has been taken to make the mechanism transparent, time bound and efficient. The mechanism is briefly described below.

1. A specific examination committee is constituted for the academic session comprising of the Principal, a coordinator and head of all the departments as members.
2. The committee accepts any grievance pertaining to internal examination in written form of application.
3. Usually grievances arise from the marks secured in the internal examination. The students often complain of under marking.
4. In such situation answer scripts are sorted out and after re-verification by a faculty other than the evaluator is conducted and submitted to the committee.
5. Finally the committee convenes the students and shows the answer script.
6. After redressing the grievance the rectified marks if any are uploaded in the university portal.
7. Apart from the claim other than under marking such as examination schedule, time frame etc are redressed with the claimants in the meeting of the committee.

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

2.6 - Student Performance and Learning Outcomes

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

Teachers and students are aware of the stated programme and course outcomes of the programmes offered by the institution

The institution has developed a mechanism to make the teachers and students aware of the stated programmes and course outcome of the programmes. The mechanism is operative through a process comprising of the following components.

1. The Principal, the Management committees, and IQAC play a leading role in making the teachers and students aware of the stated programmes and course outcomes.
2. Bodies like the prospectus committee, routine committee, ICT cell, examination committee, library committee and HODs work together for successful implementation of the programmes.
3. The prospectus committee prepares the prospectus incorporating the academic calendar for the academic session and updates on the programmes offered by the institution. Apart from the programmes offered it provides information regarding admission, admission fees, academic calendar, routine etc. including students' facilities.
4. The ICT cell uploads the prospectus and other related information on the institutional website.
5. As per the instruction of IQAC, the HODs arrange counselling programmes immediately after new entry to acquaint the students with the programmes, infrastructural facilities, library facilities, examination procedure, attendance, etc.
6. The Principal and IQAC arrange staff meeting and make the faculty members aware of the stated programmes and course outcomes of the programmes.
7. The meeting decides on the measures for effective implementation of the programmes and to achieve the course outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
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 institution seeks to impart holistic education on a student centric purpose. Therefore, the institution lays emphasis on evaluation of programme outcome, course outcome and programme specific outcome, and it follows a specific method for measuring their attainments as well as levels. A continuous process is resorted for this purpose with an exclusive academic plans and implementing them right from the beginning of the academic session to the final examination.

The IQAC of the institution instructs the concerned stake holders for a joint venture for attaining standard level of programme outcome, course outcome and programme specific outcome. The stake holders such as academic committee, library committee, ICT cell, routine committee and examination committee work for the said purpose through the following steps.

1. Departmental faculty members are instructed to make a Lesson Plan with introduction about the course contents, plans to implement them and duration of learning of the students at the beginning of the session.
2. Class tests, internal examinations are conducted and course based assignments are given to measure the levels of attainment.
3. Students' achievements are measured quantitatively and expressed in percentage after declaration of the final examination results by the GU.

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

2.6.3 - Pass percentage of Students during the year**2.6.3.1 - Total number of final year students who passed the university examination during the year**

398

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://bikalicollege.org/wp-content/uploads/2022/03/Annual-Report-2020-21.pdf

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://bikalicollege.org/wp-content/uploads/2023/02/Student-Feedback-Form-Bikali-College-Dhupdhara.pdf>

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)**

00

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

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

00

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

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

01

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

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

01

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

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

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

07

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

3.3 - Extension Activities

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

The IQAC, the Extension Cell as well as the departments are involved in carrying out activities to sensitize students and local communities on issues of environmental and social concern. These are few of the extension activities carried out during the academic year.

During the pandemic the IQAC, Bikali College in collaboration with its NCC unit conducted a webinar on 'Mental Health Management during the Pandemic' which was open to both students as well as the general public. The Department of Geography conducted its annual Green Diwali Awareness among the students and local areas. The IQAC, Bikali College in collaboration with local NGO Mahila Shakti Kendra conducted its annual awareness programme on women's rights among the students. The IQAC, Bikali College and Extension Cell, Bikali College in collaboration with Advance Health Care Centre, Guwahati Metro Hospital organized a free cardio health check-up in the college premise for college fraternity and local residents. The college also hosted Swarnim Bharat Bike Rally awareness for students on road safety along with

Brahma Kumari as part of the Azadi ke Amrit Mahotsav celebration. Bikali College conducted a plantation drive on World Environment Day where students learnt of the perils of environmental degradation and how each one of them can be part of environmental protection. May of 2022 Assam saw grave floods all over the state. Bikali College did their bit by contributing to flood relief in surrounding districts in collaboration with Robinhood Army. A cleanliness drive at Shilpi Khetra in Dhupdhara was conducted by NSS unit.

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

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

00

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

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

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

10

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

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

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

424

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

3.4 - Collaboration

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

00

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

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

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

00

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

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 Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc. The college has 11 departmental rooms with libraries, 37 well-furnished spacious classrooms for UG and PG classes including 5 smart class rooms. It has about 7000 square meters built-up area spread across one two-storied RCC building, 10 Assam type buildings, 11 laboratories, and 2 hostels, one each for boys and girls. Parts of the main RCC building are used for the Principal's office, computer laboratory, and central library. For extra and co-curricular activities, the college has one outdoor mini stadium and one indoor stadium. Besides, the available classrooms, there are three seminar halls for seminars, conferences, workshops, etc. The college has adequate ICT facilities. It has 84 computer sets, 7 Wi-Fi router connections, several projectors, etc. The college also has a guest house. The entire campus is encircled by a concrete boundary wall and all the buildings are well connected with concrete footpaths. The college has a deep boring facility with water tanks at specific places. Seven water purifiers are installed in specific locations of the college. There are sufficient toilet facilities (13 blocks) for teachers and students in the campus. There is also an e-waste storeroom where damaged and non-functional computers, printers etc. are kept.

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

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

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

The institution provides adequate facilities for cultural activities, sports, and games for the benefit of the students. The college has two auditoriums with fixed stage of one of which is equipped with light and sound facilities. For the sports events, the college has an outdoor stadium with gallery facility where cricket and football matches are held, an indoor stadium with badminton courts and yoga centre. The institution has volleyball and basketball courts. A gymnasium for both male and female students and staffs also in operation. The students practice under the supervision of a trained gym instructor. Besides, our institution regularly conducts yoga practices and a yoga center has been accommodated in the indoor stadium itself.

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

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

07

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

07

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

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

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

4326697

File Description	Documents
Upload any additional information	No File Uploaded
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)

The institution has a central library as a learning resource linked with departmental libraries and it tries to manage it through an Integrated Library Management System (ILMS). For proper implementation of the ILMS, there is a library committee which consists of the Principal as the chairperson, the librarian as the coordinator, Vice Principal, IQAC coordinator and three faculty members, one from each stream as members. The library has a large collection of textbooks, reference books, few rare books, national and international journals, and bulletin volumes. It has the capacity to accommodate about 170 students and 20 faculty members at a time. As an automated library system, it keeps bibliographic records, copies records, and other related records along with computerized facilities such as Online Public Access Catalogue (OPAC), National Library and Information Services

Infrastructure for Scholarly Content (N-LIST), and upgraded software SOUL 3.0, an Integrated Library Management Software.

The library has 13777 textbooks, 11248 reference books, 09 regional journals and 14 national journals. Further, the library also has access to the latest e-journals through N-LIST. It also provides access to the internet as well as CD/DVD-based electronic resources. The library also provides the facility of downloading and reprography.

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

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

A. Any 4 or more of the above

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

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

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

193467

File Description	Documents
Any additional information	No File Uploaded
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

6627

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

4.3 - IT Infrastructure

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

In accordance with the changing scenario of the IT sector in the country and the need of the institution, the college update its IT facilities from time to time. Presently, the computer software SOUL 3.0 version is in function which was upgraded in the last academic year. Moreover, laptops and desktop computers of the institution are updated from time to time. The faculty members have access to Wi-Fi facility which has been extended to different floors of the institution. The office is also facilitated with internet for smooth functioning of official and administrative work. The students have free access to Wi-Fi facility in the library.

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

4.3.2 - Number of Computers

84	
File Description	Documents
Upload any additional information	No File Uploaded
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)	
2191921	
File Description	Documents
Upload any additional information	No File Uploaded
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.	
There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.	
Bikali College follows an efficient and systematic procedure to	

maintain and utilize its physical infrastructure, academic support facilities as per requirement. The Academic committee supported by Routine sub-committee manage the allotment of classrooms. The departments and library committee ensure there is adequate learning material. The IQAC alongwith the concerned committees and cells assess the working of the physical support facility and suggest further requirement of classrooms, laboratories, other teaching aids asand whenrequired. For proper management of the Central Library, the college has a Library sub-committee constituted by the Principal as the chairperson, the Vice Principal, the Librarian as the secretary, Coodrnator, IQAC and Assistant/Associate professor, one each from Arts, Commerce and Science streams members whichlooks into the smooth functioning ofthe library. Laboratories are managed by the departmental faculty members. The system has been developed for maintaining and utilizing facilities for overall benefit of the students and the faculty members. The institution constitutes sub-committees to monitor the proper utilization of the available facilities.

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

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

336

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

00

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

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

A. All of the above

File Description	Documents
Link to institutional website	https://bikalicollege.org/
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

648

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

648

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

A. All of the above

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

29	
File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

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

50	
File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
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

18	
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.

00	
File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded
<p>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)</p> <p>Bikali College has different students' bodies /representatives such as Bikali College Students Union (BCSU), Bodo Literary Society and Rabha Literary Society who play an important role in engagement in various administrative, cultural, co-curricular activities.</p> <p>Bikali College Students Union (BCSU): This body was formed in the year 1982. Its primary responsibility is to protect and promote the interests of the student community in the college campus. The members of the BCSU are elected by students through secret ballot. The Vice President and General Secretary of BCSU are active members of the Anti-ragging Committee. Each office bearers of BCSU have their assigned responsibility. The student union is key to the maintenance of harmony, cleanliness and discipline in the college. It helps the college authorities in the smooth functioning of the college.</p> <p>The major activities of BCSU are:</p> <ul style="list-style-type: none"> • To organize functions like General Fresher's Social and other events. • To organise Annual College Week. • To bring to the notice of the Principal the student grievances • To act as a link between the administration and the students. • During new admission, organizing academic events the institution facilitates students involvement in helping 	

administrative as well as management work of the office.

- It assists NSS and college teachers in various co-curricular and extra-curricular activities inside the college campus.
- It has active involvement in raising fund for emergency medical help among the students or in flood relief problems. Student representatives also share responsibility in various events such as seminars, workshops, cultural and sport activities.

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

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

21

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

The Alumni Association is in the process of getting registered and activity plan is being chalked out by the coordinator.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded
5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs
File Description	Documents
Upload any additional information	No File Uploaded
GOVERNANCE, LEADERSHIP AND MANAGEMENT	
6.1 - Institutional Vision and Leadership	
6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution	
<p>Vision and Mission: The institution's vision is to be a centre of excellence in the field of education which would impart knowledge and wisdom in the society. The institution envisions to fulfill its goal by providing skill based knowledge and learning at affordable coststo its students. The institutionalalso seeks to inculcate high moral values as well as professional ethics thereby shaping the students to become model citizens as well as good human beings who contribute to the welfare of the society and the nation.</p> <p>Governance Mechanism: The Governing Body(GB) is the apex which formulates the policies of the institution. The Chairpersonof the GB is chief trustee and is assisted by the Principal as the ex-officio Secretary of the GB. The GB also constitutes other members such as the local MLA, Vice-Principal, University representative(s), teacher representative(s), librarian, guardians, donors, female representative and office staff representative.</p> <p>The GB meetings are held regularly which deliberate and then direct the Principal on the steps to be undertaken for the infrastructural and academic development of the college in accordance with its vision and mission.</p> <p>The governance mechanism is further decentralised as the</p>	

developmental plan and initiatives undertaken is monitored and assessed by the Internal Quality Assurance Cell (IQAC). Besides the IQAC, there are several statutory cells and committees which supervise and monitor the academic activities of the college.

Thus, the governance mechanism functions as an organic whole which is decentralized and participatory to ensure efficiency, transparency and inclusivity.

File Description	Documents
Paste link for additional information	https://bikalicollege.org/about-us/vision-mission/
Upload any additional information	No File Uploaded

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

Aiming to maximise decentralised participative management the institution has a well evolved power sharing and devolution system. The apex bodies of the institution are the Principal's office and the Governing Body who are the primary decision making bodies.

The Vice-Principal's office remains adjunct to that of the Principal.

The IQAC is the prime planner and monitoring body of the institution.

The secondary level of management constitutes of the teaching staff (HoDs and faculty members), librarian and library staff and the non-teaching staff.

Furthermore, there are different stakeholder bodies who also are part of the decentralised participation management such as parent/guardians groups, the Bikali College Students' Union (BCSU) and the alumni association.

The management system also constitutes of several committees such as the Academic Committee which further constitutes the Admission Committee, Prospectus Committee, Routine Committee, Examination

Committee, Library Committee, Research and Innovation Committee (to be reconstituted as Research and Development Cell).

The Management Committee constitutes of the Internal Complaints Committee (ICC), Anti-Ragging Committee, Discipline Maintenance Committee and Hostel Management Committee. Besides these there are several cells such as Women's Cell, Grievance Redressal Cell, Career Counselling and Guidance Cell, NSS, NCC, Extension Cell, ICT Development and Maintenance Cell. Each cell has its respective coordinator(s) who run its with autonomy keeping in mind the best interest of the institution and students.

The college also has several cultural-literary societies such as Rabha Literary Society, Bodo Literary Society, Basundhara Nature Club, Quiz Club etc.

File Description	Documents
Paste link for additional information	https://bikalicollege.org/administration/
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution (IQAC in consultation with the Governing Body) has developed a renewed strategic plan 2020-21 in the aftermath of the pandemic induced lockdown. The plan took stock of past NAAC peer team recommendations as well as IQAC assessment reports and prepared a special plan after a thorough SWOC analysis.

- The institution decided to introduce more cost-efficient skill based certificate courses to aid employment opportunities of the students.
- To ensure grant of recognition of PG Examination Centre for Department of Geography
- To train students as well as faculty members in proper and optimum usage of ICT tools in teaching and learning.
- To create a more research oriented environment.
- To expand on the existent physical infrastructure.
- To introduce mentoring programme for students to ensure support and holistic development.

In pursuance of the goals of the Strategic Plans some of the successful outcomes are as follows:

- The computer courses at reduced rates, GIS certificate programme, Spoken English and Personality Development course were undertaken.
- The Bikali College was granted permission to conduct PG Examination from January 2022 by the Gauhati University.
- Regular PPT presentations by students are encouraged.
- Faculty members are also encouraged to undertake FDPs to learn the emergent tools and techniques
- Several renovation activities and landscaping is underway in the college campus.
- Attempts are on to start a journal by the IQAC and PG departments.
- The Bikali College Mentoring Programme has begun and is functioning smoothly.
- NET/SLET coaching as well as Coaching for Competitive Exams are underway in the college.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Principal: The Principal is the executive authority of the institution who implements the directives of the Governing Body. The Principal's office is the key medium of communication between the Governing Body, University, government and the college fraternity.

Governing Body: The college has a GB which is the apex administrative body of the institution. It consists of the President, appointed by the Directorate of Higher Education from among renowned educationists. The GB also has the Principal, guardians, few faculty members, university representative, local community representatives as members. The GB prepares the strategic plan for the holistic development of the college.

Teachers' Unit: The unit aids the effective implementation of the strategic plan and suggests measures for improvement wherever required.

Cells and Committees: The different cells such as the IQAC and committees of the college take adequate measures to implement the strategic plan as well.

Recruitment: The recruitments are done by the Government of Assam. The number of vacancies are submitted to the Department of Higher Education. Accordingly advertisements are notified in leading dailies. Additionally, the college appoints faculty members on contract basis with due permission from the Governing Body as per requirement.

Promotion: Promotions of faculty members are carried out as per guidelines of the UGC and Gauhati University after evaluation of API score.

Service Rules: Employees adhere to the rules framed by the Gauhati University and the Government of Assam.

Grievance Redressal Mechanism: There is a Grievance Redressal Mechanism as well as Internal Complaints Committee in the institution.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://bikalicollege.org/wp-content/uploads/2022/03/6.2.2-Organogram-1.pdf
Upload any additional information	No File Uploaded

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

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

1. Free Wi-Fi

2. There is provision for Maternity Leave and Child Care Leave.

3. Inter-departmental engagement, learning, communication and bonding is encouraged through academic as well as cultural and recreational activities.

4. Free cardio check up organised this academic year for students, local community as well as staff.

5. Covid-19 Vaccination and other vaccinations are arranged in the campus.

6. College provides free accommodation to contractual faculty members in the Girls' and Boys' Hostel.

7. Leaves are granted to teachers who wish to undertake FDP programmes, refresher courses and PhD course work and submission.

8. The institution aids the employees' promotion process without delay while adhering to the strict maintenance of UGC guidelines and procedures.

9. The administration also aids the swift passage of the retired employees' Pension, Gratuity, Arrear processes with least redtapism.

File Description	Documents
Paste link for additional information	Nil
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

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

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

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

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

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

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

12

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

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

The institute regularly conducts performance based appraisal system for the staff, both teaching and non-teaching. The report of the appraisal is prepared on the basis of the performance of the employees in various fields such as academic, research,

extra- curricular etc.

Appraisal system for teaching staff: The performance of the teachers is appraised through their use of ICT facility, course delivery, innovative methodologies used in the classroom, question paper setting and evaluation, helping students with their both academic and personal problems. Besides, student feedback and pass percentage of the course are also considered.

Moreover, the faculties are evaluated based on their contribution towards academic field, contribution to college administrative bodies such as academic committee, examination committee, performing invigilation duties etc. The above set performance appraisal report is filled by employee in a given prescribed proforma which includes all the above set related to points and sub points

Appraisal system for non- teaching staff: While appraising non-teaching staff's performance a few strategies are taken into account. This are technical contribution of individuals such as subject knowledge, awareness, productivity, quality, innovation, willingness to learn, diligence etc. On the other hand, they are also assessed on the behavioral aspects like group behavior, acceptability, punctuality etc.

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

6.4 - Financial Management and Resource Mobilization

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

Funds received from various sources are utilized properly with prior sanction of the Governing Body. The annual budget is also placed before the Governing Body for approval. An audit is conducted at the end of each financial year by a Chartered Accountant.

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

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)

36500

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
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

Major sources of institutional funding and resources:

1. Government grants
2. Grants from UGC, RUSA and others.
3. Fee collected from students.
4. Contribution from charitable organizations such as Bikali Mouza Unnayan Samiti, a local civil society organisation working for the socio-economic development of the Dhupdhara locality.

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

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

The contribution of the IQAC in 2021-22 towards quality assurance and development of the institution are as follows:

1. The IQAC initiated an inter-departmental lecture series to encourage inter-disciplinary learning and knowledge exchange.
2. The Bikali College Mentoring Programme was also initiated by the IQAC and is monitored to ensure holistic development of the students.
3. Despite the pandemic induced lockdown which hampered physical classes, the IQAC ensured that learning was not hampered and IQAC ensured digital classes were held smoothly. Several webinars on various themes including mental well being during the pandemic were also conducted by the IQAC.
4. The IQAC also collaborated with local NGO Nari Shakti to bring gender awareness among the students.
5. The IQAC along with the Extension Cell conducted a free cardio health check-up camp for the local community in Bikali College.

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

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

The IQAC works in close collaboration with the administration. All matters pertaining to the academic and administrative functions of the college are monitored by the IQAC. The IQAC ensures that there is effective communication among all units and members of the college fraternity and as such all information pertaining to everyday activities in the college are regularly uploaded on the institutional website. Orientation Programme is conducted for the newly admitted students. They are made aware of the rules and regulations of the college and the CBCS system. Students are

encouraged to participate in various co-curricular activities conducted by the different societies/cells of the college like NCC, NSS, Women's Cell etc. The IQAC also aids the different departments to initiate skill based certificate courses for the benefit of the students. It ensures regular classes and assessments to measure the outcomes of the courses. Remedial classes are given as and when required. As part of its move towards digital learning the IQAC ensures that a requisite number of classes are held using digital tools. Teachers are encouraged to upload e-material on the digital library website and students are encouraged to use them. The IQAC is also working on starting its SWAYAM-NPTEL Local chapter. The IQAC also collects a Student Satisfaction Survey, the data of which is analysed to understand loopholes and to be taken up for correction. The IQAC is in preparation to conduct an academic audit to analyse any loopholes in institutional teaching learning methods and prepare strategies.

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

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

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://bikalicollege.org/wp-content/uploads/2022/03/Annual-Report-2020-21.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

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

1. Webinar on Mental Health Management during Pandemic was organized by IQAC and NCC Unit, Bikali College unit on 9th of July, 2021. The resource person was Dr. Sunita Agarwalla, HOD, Department of Education, Dispur College.
2. IQAC, Bikali College in association with Mahila Shakti Kendra, Goalpara zone, conducted an awareness programme on "Women's Rights" on 26 November, 2021 in the college premises.
3. The Women's Cell, Bikali College in collaboration with IQAC, Bikali College conducted a poster making competition on the theme 'Smash Patriarchy' on December 31, 2021
4. The Women's Cell, Bikali College in collaboration with the Bikali College Students' Union organized a weeklong self-defense training programme from 23 January 2022 to 1 February 2022. Adhiraj Rabha and Nijwm Narzary of Red Dragon-Do Academy, Dhupdhara affiliated to Goalpara District Karate-Do Association were invited as Karate instructors to impart the required training to the students.
5. International Women's Day was commemorated at Bikali College on 8 March, 2022. A lecture on the topic 'Gender Sensitization in the 21st Century: An Outlook' was organized by the Women's Cell in collaboration with the IQAC. Dr. Rani Mudiar Deka, Retd. Vice Principal & HoD, Department of Economics, Dispur College and Dr. Sunita Agarwalla, Vice Principal and HoD, Department of

Education, Dispur College addressed the gathering on the topic.

6.33% of seats are reserved for girls in the college NCC unit.

File Description	Documents
Annual gender sensitization action plan	<p><u>1. An awareness programme on the occasion of 'World Aids Day' to be held on 1-12-2022, as AIDS has become a menace in the North East and it is the youth of today who will be responsible for a better tomorrow. 2. Understanding the importance of mental well-being, Bikali College time to time organizes programme on Mental Health Management. 3. The Women's Cell, Bikali College has been organizing self-defense training programme for girl students for the past few years and will arrange the same. 4. International Women's Day is celebrated at Bikali College on 8 March every year. 5. Women Cell, Bikali College and IOAC plan to organize programme for students on Women Empowerment, Gender Sensitization and gender identity issues in the form of lectures, art competition and workshop. 6. Awareness programs like importance of human rights, Rights of Women, Domestic violence to be organized periodically.</u></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><u>Nil</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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

Being a green campus situated in a rural area, a small amount of solid waste is generated here on the campus. Waste Collection bins and pit are constructed. Moreover, emphasis is given on Use and Reuse. The biodegradable waste that is produced is disposed of in a specific pit. The production of non-biodegradable wastes is small in amount and these are kept separately in a specific place to dispose of scientifically. However, there are incinerators for disposal of sanitary napkins in girls' hostel and college. Liquid waste is managed by using a number of septic tanks. Since E-waste disposable facility is not available in the locality, a separate storage room has been allotted for the purpose which will be taken up for recycling. A vermi-compost project is being started by the the college authority.

The institute does not produce bio-hazardous waste.

Biomedical waste is not produced in the college.

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

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

B. Any 3 of the above

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

7.1.5 - Green campus initiatives include

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

- 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**

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

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

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

D. Any 1 of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment

B. Any 3 of the above

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

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

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

For promoting inclusive environment and to nourish nation building spirit creating tolerance and harmony, the institution celebrates national and international days such as Republic Day, Independence Day, Birth anniversary of B. R. Ambedkar, Mahatma Gandhi, Silpi Divas and Bishnu Rabha Divas etc. The institution arranges multi-faceted cultural and linguistic programmes throughout the year. Rabha Literary Society and Bodo Literary Society was initiated to promote social and communal integrity. Bodo Literary Society in collaboration with Department of Bodo, Bikali College celebrated Bodo Literary Day on November 16, 2021. In pursuance to the Government programmes on integrity, the institution organizes International Women's Day, World Environment Day, Constitution Day, Voters Day, and Human Rights Day.

To create awareness and a sense of social responsibility, the institution arranges cultural competitions, musical and dance competitions of different languages and forms, debate competitions, quiz, drama competitions, literary competitions and

many more. The institution encourages students of different communities like the Garos, the Hajongs, the Rajbongshis, the Bodos, the Rabhas, the mainstream Assamese etc to showcase their culture and literature in various programmes of the college which helps in enhancing tolerance and socio-economic sense.

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	No File Uploaded

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

The institution always prioritizes constitutional obligations among the students and employees so that they uphold the duties and responsibilities as a good citizen. The students, faculties and office staff oblige and adhere to the constitutional values from the first day of their entry. Students are counselled not only about the rules and regulations of the college but also on the rights and duties of a responsible citizen. To practically inculcate faith in the Constitution and constitutional values, the college conducts and celebrates Constitution Day, Voters Day, Human Rights Day, Independence Day, Republic Day etc. Singing of National Anthem in all programmes organized in the campus has become a tradition for enhancing patriotism, national and human values. The students are encouraged to take part in various activities related to the constitution like quiz, debate etc held by the district administration and different colleges. Further, the NCC and NSS unit of the college regularly engages in drills and exercises and recites important slogans of integrity and patriotism which is witnessed by other stake holders of the college.

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

7.1.10 - The Institution has a prescribed code

D. Any 1 of the above

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	No File Uploaded
Any other relevant information	No File Uploaded

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

Bikali College commemorates all major national and international days and events where faculty members, students participate equally. Events are also organised with local community members as participants to raise awareness on the events and their significance. The college celebrated Independence Day during lockdown with few students and staff following covid norms. After the reopening of the college post lockdown in October, the college commemorated Gandhi Jayanti, Constitution Day in November, Yoga Day, National Voters' Awareness Day, International Women's Day and several other events of national and international significance.

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	No File Uploaded

7.2 - Best Practices

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

I Title: Inter-Departmental Lecture Series

The main objectives is to promote multi-disciplinary learning among teachers. The need addressed and context is that Interdisciplinary learning is perceived as the need of the hour. Several lectures have been delivered on diverse topics till date. Positive feedback from the faculty members has been received and Inter-departmental dialogue has been enriched. The main problems encountered is due to the tight schedule of classes as the college caters to Higher Secondary students, it sometimes becomes difficult to follow the schedule of holding the said lectures.

II. Title: Digital Literacy Programme

The main objective of the programme is to provide digital literacy through computer courses at low prices to students coming from economically weaker sections. The need addressed and context is that digital education has become a must in current times without which literacy remains incomplete. However, with most of our students coming from highly poor backgrounds, they lack the wherewithal to avail computer courses which charge exorbitant rates. Computer literacy is needed presently for all employment opportunities as well. Hence Bikali College offers multiple computer courses to its students at less than 50% of the rate quoted in any other institution, private or otherwise. The main problems encountered is that students do not have access to computers at home and hence gaps crop up in practice.

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

7.3 - Institutional Distinctiveness

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

Prioritizing on the mission of the institution to initiate educational progress in a backward rural-tribal area, it ventures to expand higher educational facilities specially Science, Commerce and PG programme in Assamese and Geography in addition to provincialized ongoing Arts stream. To achieve this mission, the institution successfully mobilized the neighbouring communities for their cooperation and got spontaneous response. This resulted in many of the local organization extending their financial as well as moral help to the institution. The institution considers the need of involvement of not only the students but also the local community. The institution has fulfilled the dreams of the society which is clearly reflected in the 100 % successful results of Science, Commerce streams and PG. The institution also aims to bring equity through education in a gendered society and hence the institution gives special support and incentives to girl students in a number of ways. This has led to a greater and growing number of female students availing education over the years and this is another unique and distinctive feature. The contribution to the holistic development not only of the students but also of the community as a whole can be observed.

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

7.3.2 - Plan of action for the next academic year

1. To undertake more extension activities for development of the adopted villages.
2. To encourage students to enrol in self-learning courses like SWAYAM, NEPTEL
3. To initiate a research journal.
4. To organize FDP/Seminars/Workshops for the development of

both faculty and students.

5. To continue inter-departmental monthly lecture series.
6. To initiate more funded research projects.
7. To appoint faculties as per requirement.
8. To initiate more skill based add on courses.
9. To further upgrade the digital Library and procure more books.
10. To train students for competitive examinations.
11. To continue the coaching of PG students for NET/ SLET.
12. To initiate energy and green environmental, administrative and academic audits.
13. To cover the constructed interconnecting pathways in the entire built-up establishments within the campus.
14. To organize more training programmes of self-defence for girl students
15. To provide ample facilities for sports and cultural development of the institution.