

# **Annual Quality Assurance Report (AQAR) of the Internal Quality Assurance Cell (IQAC)**

**Name of the Institution:** Birjhora Mahavidyalaya  
Bongaigaon  
Assam: 783380

**Year of Report:**  
June 2004 to May 2006

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

The NAAC peer team had accessed Birjhora Mahavidyalaya on 15<sup>th</sup> and 16<sup>th</sup> March 2004 and at the end of the process awarded the B grade. As per the NAAC directives, the Internal Quality Assurance Cell (IQAC) was formed to monitor all round development or other quality enhancement of the college.

At the beginning of the session 2004-05, IQAC had taken initiatives to chalk out plan of action by holding a two – day workshop within the stakeholders on the NAAC report on the institution in particular and the North- Eastern colleges in general. In that workshop, various decisions were taken to sustain and enhance the quality of the institution as follows -

## **■ On Curricular Aspects**

IQAC had taken a decision to apply for more job oriented vocational courses to the UGC as per the recommendations of the NAAC peer team. It also decided to take part in workshop on redesigning of curriculum of GU, organize more seminar/ workshops in the institution by inviting academician/ expert from the university or from other fields.

Accordingly, the college in its right earnest had applied for five job oriented vocational courses to the UGC. In this regard, no response was found from the UGC till date.

In spite of its limitations the faculty members of the college have been keeping contact with the University authority in the matters of redesigning of course curriculum.

The institution organized a number of seminars, workshop and popular talks in the college campus during the session. Renowned academicians/ scientists took part in these occasions.

### ■ **On Teaching, Learning & Evaluation**

As per the suggestions of the NAAC peer team, at the beginning of the session, IQAC had given a special emphasis in this criterion by planning various steps to be taken during the session.

The faculty members gave personal contact to the advanced students by providing necessary books and study materials. In this regard, IGNOU study materials that are borrowed from the IGNOU study centre of the college also helped the advanced students a lot. The college in its own started a practice of providing a one - time financial assistance to the advanced learners for their encouragement. The practice of using teaching aids viz. OHP, multimedia, cassettes & CDs continued throughout the session.

The college planned to sustain as well as increase the activities of already existing cell, club and societies and happy to note the achievements met at the end of the session.

The faculty members maintained the practice of preparation of lesson plan before the start of the session. Likewise, the college continued its practice of collecting and analyzing students' feed back.

The college encouraged the faculty members to participate in seminars/ workshops/ refreshers' course by releasing temporarily from college duty.

### ■ **On Research, Consultancy & Extension**

The fact that a sizable number of faculty members applied for Minor Research Project before the session and is currently working on it. Some of them already published their works in research journals and some are heading for it. Two of the faculty members have applied for Teachers Fellowship of UGC.

The college is trying to procure more research journals before the session. The research promotion cell of the college is actively involved in creating an environment of research in the campus.

### ■ **On Infrastructure & Learning resources**

A full – fledged seminar hall, constructed under the Buniyad Scheme of Govt. of Assam, fulfilled the long felt need of the college. The construction work of the permanent library building of the college is expected to be completed in this session.

The fund obtained from UGC against Special Development Grant for Young College is utilized to construct a student reading room attached to library as well as for renovation/ up gradation some laboratories as per suggestion of the NAAC peer team. Proposed workshop to be attached to the Physics Department is yet to materialize.

Sanctioned amount of UGC Grants for Books, Journals as well as equipments has also been utilized for the purpose. The process of complete computerization of the library is going on. Book Bank facility is yet to be introduced in the college.

All the departments of the college are provided with computers. Internet facility in the college gave a new thrust to the college fraternity in this field. The process of launching the website of the college is going on and it is expected to be completed in this session.

The recently introduced multigym facility gives a new dimension in the sports arena of the college. Large improvements in the indoor games section were made by procuring many new sports items.

#### ■ **On Student support and Progression**

Financial aids to the students of ST, SC and OBC categories are offered in the form of scholarship from the State Government. Similarly, Students' travel concession scheme offered by the Railway Department has also been sustaining for the benefit of the students.

The Career Guidance cell, Extension cell and Women's cell have been sustaining their activities as before. Also, students have the support of the Alumni Association in involving themselves towards the day to day activities of the college. Likewise they may also be benefited from the Parent Teacher Association.

#### ■ **On Organization and Management**

The college administration has taken steps for effective administration practices. Computer training to the non – teaching staff is another step for fulfilling the recommendation of the NAAC peer team.

#### ■ **On Healthy Practices**

NAAC peer team appreciated the healthy practices prevailing in the college. College community is determined to sustain all the healthy practices as before. IQAC of the college will leave no stone unturned in sustaining as well as enhancing the healthy practices of the institution as a whole.

## **Part B:**

### **1. Activities reflecting the goals and objectives of the institution:**

- ❑ Renovation and up gradation of laboratories.
- ❑ Installation of computers to all the departments.
- ❑ Encourage in research works by providing Teacher Fellowship and to apply for MRP.
- ❑ Up gradation of Library by developing infrastructure and mechanism.
- ❑ Arrangement of UGC sponsored seminar and departmental seminars.
- ❑ Introduction of new inter disciplinary courses like PGDCA.
- ❑ Health Care facilities has been introduced by installing Multi gym facilities.
- ❑ Installation of INTERNET.

### **2. New academic programmes initiated (UG and PG):**

Post Graduate Diploma in Computer Application (PGDCA) of Gauhati University has been introduced in the college from this session.

### **3. Innovations in curricular design and transaction:**

So far the college has not taken any steps in this regard.

### **4. Inter – disciplinary programmes started:**

The College had started the subject 'Information Technology' under vocational scheme of UGC with effect from the session 2003-04 which is inter disciplinary in nature.. No additional Inter – disciplinary programmes started during this period.

### **5. Examination reforms implemented:**

Gauhati University, to which the college is affiliated, has recently introduced the new final examination pattern of (1+1+1). Following the same steps, the College authority also reorganized its internal examination system by holding at least four departmental unit tests during a session thereby abolishing the old system of one annual test.

### **6. Candidates qualified: NET/ SLAT/ GATE etc.:**

It is a degree college having only UG course. Hence the question of qualifying NET/Slat/Gate does not arise.

## 7. Initiative towards faculty development programme:

College authority always encourages its faculty members to enhance their academic as well as the intellectual level by actively participating in the seminars, workshops or attending Refresher and Orientation Courses. They are also encouraged to pursue research works. Two of its faculty members are now under FIP of UGC leading to Ph. D degree. Five faculty members have obtained MRP from UGC.

## 8. Total number of seminars / workshops conducted :

- a) Workshop sponsored by the college : 3 (Three)
- b) Seminar sponsored by the college : 4 (Four)
- c) Seminar sponsored by UGC : 1 (One)

## 9. Research projects

- a) Newly implemented : 4(Four)
- b) Completed : 3(Three)

## 10. Patents generated, if any:

No venture taken in this regard.

## 11. New collaborative research programmes:

No such programmes were started in this period.

## 12. Research grants received from various agencies:

UGC FIP (Total grants received during this period Rs. 2,62,428/-  
UGC MRP( Total grants received during the period: Rs. 3,37,000/-

## 13. Details of research scholars:

Name	Department	Specialized in & Topic of the research
1. Mrigen Das	Botany	Plant Pathology & Plant Physiology Topic: Ethnobotany of Garo Tribe of Bongaigaon District, Assam
2. Ananta Bora	Botany	Angiosperm Taxonomy Topic: Flora of Bongaigaon District.

3. Paresh Chakravorty    Chemistry    Organic Chemistry  
Topic: Biochemical analysis of some wild medicinal plants of Bongaigaon dist.
4. Mrs. N. Baruah    Botany    Cytogenetics & Plant Breeding  
Topic: Reversal of reproductive character in *Cucumis sativus* and *Sechium edule* by the application of plant growth regulators.
5. Mrs. A Mech    Mathematics    Operation Research  
Topic: A study of mathematics education at school level with special reference to undivided Bongaigaon.
6. Biplab Kr. Saha    Zoology    Cell Biology  
Topic: Breeding Biology of an endangered Frog, *Rana leptoglossa*.

14. Citation index of faculty members and impact factor:

15. Honours /Awards to the faculty:

One of the faculty members of Zoology Department was appointed by the Forest Department, Govt. of Assam as the honorary Wildlife Warden.

16. Internal resources generated:

The internal resource generated during this period was Rs. 2, 12,633/- (Rupees two lacs twelve thousand & six hundred thirty three).

17. Details of departments getting SAP, COSIST (ASSIST) / DST. FIST etc. assistance / recognition:

Not applied for.

18. Community services:

a) Extended service in WHO sponsored National Polio Surveillance Project (NPSP). Three lecturers from the Department of Economics, Botany and Zoology took part in the community services as External Monitor on pulse polio Mop-Up and IPPI programme in five districts of Assam viz. Bongaigaon, Dhubri, Kokrajhar, Goalpara and Barpeta in the following rounds:

**From 10 to 13 October, 2004**  
**From 21 to 23 November, 2004**  
**From 10 to 13 April, 2005**  
**From 15 to 17 May, 2005**  
**From 23 to 27 April, 2006**

**b) Activities of NSS unit of the college:**

**i) Organized a day long programme on Institutional level activity on HIV/AIDS, Universities Talk AIDS (UTA) phase – II on 31<sup>st</sup> July 2004 sponsored by NSS, Regional Centre, Guwahati.**

**ii) Volunteers of NSS unit participated in AIDS awareness rally in the Bongaigaon Town organized by The District Administration on the occasion of World AIDS Day.**

**iii) Organized a community level activity on HIV/AIDS at Jhelkajhar, a neighbouring village on 3<sup>rd</sup> August 2004.**

**iv) Volunteers of NSS unit and four lecturers of the college extended services in the Community development programme at Eco development park, Bongaigaon on 15<sup>th</sup> March 2005.**

**v) To promote peace, brotherhood and integration among the youth, NSS volunteers of the college participated at the National Integration Camp (NIC) organized by Nehru Yuva Kendra, Bongaigaon from 18<sup>th</sup> to 24<sup>th</sup> March 2006.**

**c) A technical class of fish and fishery was organized from 17<sup>th</sup> to 19<sup>th</sup> June 2004 at the college with the help of the District Fishery Development Office, Bongaigaon.**

**d) One student from the Department of Mathematics attended the 'Mathematics training and Talent Search programme' at IIT, Guwahati from 7<sup>th</sup> June to 3<sup>rd</sup> July 2004.**

**e) One student from the Department of Zoology attended a course in 'Tropical Conservation Biology' organized by Ashoka Trust for Research in Ecology and the Environment (ATREE) held at Bangalore from 14<sup>th</sup> to 28<sup>th</sup> June 2004.**

**f) The college participated in the 'Rajib Gandhi Akshay Urja Diwas' since 2004 on the 20<sup>th</sup> August of every year organized by the District Administration. Faculties had participated in the popular talk programme and the student showcased models on 'non-conventional energy sources'**

g) One of the lecturer from the Department of Economics extended service as appointed speaker at the seminar on 'Preservation of Environment and Human Rights' organized by Guwahati Mahanagar Pariparshik Sajagata Samittee on 22<sup>nd</sup> October 2005 .

h) The Extension Education Cell had organized an Entrepreneurship Awareness Camp at the college premises from 28<sup>th</sup> October to 31<sup>st</sup> October 2005 with the help of Indian Institute of Entrepreneurship, Guwahati. The programme was sponsored by DST, Govt. of India.

i) A team of students participated in the Govt. Of Assam sponsored programme 'Udyog Jyoti Achani, 2005' from 18<sup>th</sup> to 21<sup>st</sup> January 2006.

j) A group of students took part in the cultural programme 'Synchisis 2006' organized by Gauhati Medical College.

k) One lecturer from Zoology Department took part in the technical meet of Wild Resource Programme of Wildlife Trust of India (WTI) on 16<sup>th</sup> January 2006 at Manas National Park.

l) One lecturer from Zoology Department participated in the training programme for 'Conservation Biologist in the Eastern Himalayas' at Manas National Park from 22<sup>nd</sup> to 28<sup>th</sup> February 2006.

m) The Extension Education Cell of the college organized a demonstration programme on 'Acupressure & Massage Therapy'. It was performed by Mr. Swarup Biswas under the banner of 'Safe India' on 18<sup>th</sup> February 2006.

#### **19. Teachers and officers newly recruited:**

Two of its faculty members were released for full time research works under Teacher Fellowship Scheme of UGC. Two (2) substitute teachers were appointed as per UGC scheme against lien vacancy.

#### **20. Teaching – Non – teaching staff ratio: 25:11**

#### **21. Improvements in the library services:**

a) For the sake of improvement of library services, Principal and Librarian of the College attended workshop on 29<sup>th</sup> March 2005 by INFLIBNET at Guwahati i.e 'Workshop on strengthening Library and Networking services in Universities and Colleges'. INFLIBNET promised to supply free Library software (SOUL) to the North East UGC recognized Colleges. In this respect, the College is in touch with INFLIBNET.

b) Librarian of the College attended PLANNER – 2005 (Promotion for Library Automation and Networking in North East Region) – a workshop on Library automation, held in Assam University, Silchar on 10<sup>th</sup> & 11<sup>th</sup> November 2005.

**22. New books / journals subscribed and their value:**

Number of Books purchased = 408

Value = Rs. 97,135/-

Number of Journals & Periodicals subscribed = 7

Number of daily News Paper = 3

Total Value = Rs. 12,520/-

**23. Courses in which student assessment of teachers is introduced and the action taken on student feedback:**

Student assessment of teachers is introduced in Three Year Degree Science Course. Questionnaires prescribed by NAAC are supplied to the students. These are analyzed by the Feed Back committee and conveyed to the respective teacher or department concerned for further improvements.

**24. Unit cost of education:**

[ Unit Cost = Total annual expenditure in budget (actual) divided by the number of students enrolled.]

Total expenditure during this period including the salary = Rs. 1,88,94,354/

Total no. of students enrolled during this period = 583

Unit cost of education= Rs. 32,408.84/-

Unit cost of education (excluding the salary component) =  
Rs. 9,135.5523/-

**25. Computerization of administration and the process of admissions and examination results, issue of certificate:**

College has already initiated the computerization of admission process which includes processing of application forms, preparation of merit list showing subject, combination, Major offered etc. All necessary bio-data of a particular student were entered in the computer in separate folders year wise.

Results of University examinations are declared annually which are yet to be computerized. The college holds unit test and test examination for

which computerization is not done. College certificates are issued on printed sheet.

#### **26. Increase in infrastructural facilities:**

a) As proposed in the Master Plan, the Central library was constructed and shifted to the new building.

b) Under 'Buniyad' scheme of the Government of Assam, a Seminar Hall with required facilities was constructed.

c) Adequate number of Furniture was procured during the period.

d) A new Ladies Refreshment Room was constructed.

#### **27. Technology up gradation:**

a) All the departments are equipped with OHP and computer.

b) The College is proud to have a LCD which is procured mainly for the purpose of seminar and workshop. It also helps a lot in audio-visual classes.

c) The increase in the number of CD's or cassettes and also its components in the IGNOU study centre which is located in the college enhance the student's fascination towards the Audio-Visual classes.

d) The teleconferencing mode of learning was installed in the College with the help of IGNOU.

#### **28. Computer and internet access and training to teachers and students:**

In addition to the good number of computers in the Information Technology Department and Computer centre, every Department has its own computer. The facilities offered by the college for utilization of computers as well as access to Internet have been availed by some of the faculty members to its optimum. Both the facilities have also been availed by the students and few non teaching staff. Computer awareness programmes among the non teaching staff conducted by faculty members changed their attitude towards the application of computers.

#### **29. Financial aid to students:**

The College helps the students of ST/SC/OBC categories to get State and National scholarship. Also the College authority helps the students to take the benefit of the travel concession offered by the Railway

Department. The College authority has a tradition of rewarding the students showing brilliant result in the final examination.

In addition to all these, as and when situation demands, the College fraternity extends its helping hand towards the poorer students at the time of admission or examination by offering financial assistance to get rid of their financial problems.

### **30. Activities and support from the Alumni Association:**

Though the activities of the Alumni Association was insignificant during the entire period, some alumni in their individual capacity were involved in academic support to the college by associating themselves in delivering talks, seminar lecturers and also by attending different Programmes held in the college. But their moral supports to the college were significant.

### **31. Activities and support from the Parent – Teacher Association:**

Few parents at their individual level offered support and extend their helping hand at the time of need. But the College is yet to form a formal Parent – Teacher Association.

### **32. Health services:**

i) To create awareness among the students of different schools of greater Bongaigaon on drinking water and health care, a spot essay writing competition was arranged on 4<sup>th</sup> July 2004 in collaboration with the Botany Department of the college. Dr. Firoz Ahmed SDMHO, Bongaigaon delivered a lecture of the topic.

ii) In collaboration with Women Cell of the college and Bharat Jan Vigyan Jatha, Bongaigaon, and sponsored by UNICEF & Directorate of Health Service, Assam, a lecture programme was arranged on 17<sup>th</sup> August 2005 on the occasion of ' World Breast Feeding Day 2005'. Dr. Firoz Ahmed, SDMHO, Bongaigaon was the resource person.

iii) To encourage the habit of Physical exercises among the students as well as Staff, a new Gymnasium Hall was opened on 15<sup>th</sup> September 2005.

iv) Records of blood group of teaching and non teaching staff of the college was prepared and notified for the benefit of the members of the college community under the guidance of two lecturers from the Zoology department.

### **33. Performance in sports activities:**

No significant performances.

**34. Incentives to outstanding sports person:**

No such occasion had arisen during this period.

**35. Student achievements and awards:**

The final examination result of students reflects the academic excellence of an institution. This statement was proved by some of the students of this institution during this period. In addition to the achievement of topmost rank in a particular subject in the final examination under Gauhati University, most of the other students passed out from this institution by achieving ranks in the top part of the merit list.

**36. Activities of the Guidance and Counselling unit:**

a) The Career Guidance and Counseling Cell of the College organized special technical classes of fish and fishery in collaboration with the Zoology Department from 17<sup>th</sup> June to 19<sup>th</sup> June, 2004. The District Fishery Development Office, Bongaigaon cooperated in the programme by deputing four Fishery Extension Officers. They gave the students some extra information which provided first hand knowledge to tilt their mind to adopt Fishery Science as one of their career options.

b) The career Counseling Cell had motivated students to apply for the professional training course on 'Tropical conservation Biology' organized by Ashoka Trust for Research in Ecology & Environment (ATREE), Bangalore. Four students from Zoology Department had applied for. Among them Sri Kaustov Gopal Goswami was selected and successfully completed the course. The course participants and resource persons were from other parts of India and abroad.

c) The Career Counseling cell was instrumental in motivating the Department of Botany to organize intensive training programme on Mushroom Cultivation among the students, youths and women of the locality. In this regard two training Programmes were held on 5<sup>th</sup> and 6<sup>th</sup> November, 2004 and 16<sup>th</sup> & 17<sup>th</sup> December 2004, where 24 trainees participated and completed the course. They were awarded certificates so that they can apply loan from Government and semi- Government agencies.

d) Mathematics Education Trust, Assam organized a six days workshop on Mathematics from 12<sup>th</sup> to 17<sup>th</sup> July 2005 where the members of

the Career Counseling Cell as well as the students were participated. A galaxy of resource persons namely Professor B. K. Sarma of IIT, Guwahati, Professor N. R. Das of Gauhati University, Sri A. K. Banik, Retired Principal, Chapar H. S. School, Sri M. Das and Dr. A. K. Deka of the College, Sri B. Das Choudhury and Dr.(Mrs.) Chaucheria of Bongaigaon Polytechnic delivered lectures during the workshop.

e) A special counseling was organized in collaboration with Zoology Department on 5<sup>th</sup> November 2005. Noted scientists from Zoological Survey of India (ZSI) Dr. K. Deuti and Dr. V. B. Hegde did a cordial interaction with the students regarding further studies in Zoology and its related subjects & how this could be helpful for their job opportunities.

f) The Career Counseling Cell was instrumental in promoting to organize an entrepreneurship awareness camp by Indian Institute of Entrepreneurship, Guwahati on 28<sup>th</sup> to 31<sup>st</sup> October 2005. Sri H. K. Saud, one of the members of the cell delivered the keynote address in which 52 selected students took part in it . Resource persons highlighted about the prospect of growing small scale industries in computer and electronic market and also in account management.

g) On 29<sup>th</sup> January 2005, a team of seven students of Zoology Department was led by Dr. H. Singha, a member of the Career Counseling Cell to Gauhati University. Professor M. M. Goswami, Department of Zoology guided the students about the possibility of adopting fishery as career opportunity. The students also interacted with Mr. A. Borthakur, a fishery scientist.

### **37. Placement services provided to students:**

Placement services could not be provided to the students.

### **38. Development programmes for non – teaching staff:**

a) A one week long computer awareness programme was conducted among the non-teaching staff.

b) A meeting of the entire HoD's with the technical staff (bearers) was convened at the beginning of the session to improve their performance. The faculty members interact with them from time to time.

c) To acquaint with the computing or other finance related techniques, the Office Assistants of the office were sent to the Firm of Chartered Accountants.

### **39. Healthy practices of the institution:**

a) Invites academicians and learned persons of different spheres of the society to address the students on various occasions such as Freshers' Day, Annual Function etc., the College authority took every opportunity for imparting value – based education to the students during this period.

b) To maintain a secular atmosphere in the College campus and to develop qualities like discipline, self reliance, justices, fair play, sporting spirit, concern for public welfare or scientific temperament, a number of programmes were performed involving students during this period. Republic Day, Independence Day, National Science Day and World Environment Day were also observed.

c) Popular talks were arranged for eradicating superstition, creating scientific temperament and spreading the message to the society through the student community.

### **40. Linkages developed with National / International, academic / Research bodies:**

The college is proud to be associated with Bombay Natural History in Biological research.

### **41. Any other relevant information the institution wishes to add:**

a) One faculty member of Physics Department has been awarded the Doctor of Philosophy (Ph.D.) by Tezpur University.

b) In the year 2005, one of the student viz. Mr. Somic Benerjee achieved the top rank in the final University examination.

c) The college successfully conducted the combined entrance 'Examination '06 for Medical and Engineering'.

d) Gauhati University opened its PGCS (Post Graduate Correspondence School) full-fledged Study Centre in the college.

### **Part C: Detail the plans of the institution for the next year: (For the year 2006-07)**

1. Planning to conduct more number of training for mushroom growing and vermi composting for resource generation.

2. The college is planning to send proposals for financial assistance to funding agencies for holding seminar / symposia in the next year.
3. It also plans to submit proposal for major project in innovative interdisciplinary programme to the UGC.
4. Procurement of SOUL software from INFLIBNET for library.
5. Aimed to procure more number of books in the library, and more laboratory equipments.
6. The college will also prepare a fresh proposal for UGC sponsored Remedial classes and send it to the UGC for approval in time.
7. Aimed to submit proposal to district authority for fund from Untied Fund for plantation of Jatropha (Bio Diesel producing plant) in the vacant land of the college.
8. Renovation of laboratories and class room as per needs.
9. Proposal for construction of Women Hostel.
10. To submit fresh proposal for introducing job oriented courses.

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***Name & Signature of the Coordinator, IQAC***

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***Name & Signature of the Chairperson, IQAC***