

# Annual Quality Assurance Report (AQAR) of the IQAC

**Name of the Institution:** Birjhora Mahavidyalaya

**Year of Report:**

Bongaigaon

June 2006 to May 2007

Assam: 783380

**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 Annual Self Study Report on the plan and activities initiated and implemented by the IQAC of the college in the format prescribed by the NAAC under the specific parts and headings. The IQAC has been continuing its efforts for quality upgradation of the institution, as per the direction from NAAC.

At the beginning of the session (2006-2007), IQAC had taken some steps to enhance the academic and non academic quality of the institution.

## » On Curricular Aspects

As per the recommendation of NAAC peer team, College authority had applied for more job oriented vocational courses to the UGC. It had also opted to take part in workshop on redesigning of curriculum of Gauhati University. The faculty members took initiative and kept contact with Gauhati University authority to point out the defective and incoherent syllabus of certain subjects. It is observed that the Gauhati University took some remedial steps for removing the anomalies in the syllabi. The departments of the college organized a number of departmental as well as inter-departmental seminars and popular talks in the college during the session.

## » On Teaching, Learning and Evaluation:

At the beginning of the session, lesson plan are prepared and transmitted to the students by faculty members. IQAC continued its practice of collecting and analyzing student's feedback at the end of the session. The faculty members kept personal contact with the advanced learners by providing necessary books and study materials. Also, suggested to consult the study materials from the IGNOU study centre situated in the college which is helping the advanced students to a large extent. Vary often, modern teaching aids viz. OHP, Multimedia, Cassettes and CD's are used to make teaching learning process more effective. The existing cells, club and societies has been performing their role to achieve its goal. From time to time, the college has been encouraging the faculty members to participate in seminars/ workshop/ refresher course/ orientation programme and for this, they are temporarily released from their respective duties.

### » On Research, Consultancy & Extension

Some of the faculty members are engaged in Minor as well as Major Research Project with the financial support from UGC. The title of the Major research project is 'Investigation of non-linear kinetic Alfven wave structure in Plasma' and it has been sanctioned to Dr. .P.Sah, Sr. lecturer, Department of Physics. One faculty member has submitted her thesis at Gauhati University. Four faculty members viz. Dr. O.P.Sah of Physics Department, Dr. H. Singha of Zoology Department, Dr. A. K. Deka of Statistics Department and Dr. D .C. Deka of Botany Department have been recognized as M. Phil guides of Periyar University, Tamil Nadu and one faculty member viz. Dr. H. Singha as Ph. D guide of North Orissa University (NOU), Orissa. Four faculty members had attended interface meeting at UGC Office, New Delhi with reference to a Major Project namely 'Innovation in the development of techniques and knowledge pertaining in rural areas'. The college is now waiting for the positive response from the appropriate authority.

### » On Infrastructure & Learning resources

The fund obtained from UGC against Special Development Grant for Young College utilized to build a students' Reading Room adjoining to the Library and renovation and upgradation of some laboratories. Infrastructural improvements as well as upgradation of laboratories including laboratories of Physics felt necessary. UGC sanctioned amount towards books, journals as well as equipments have been utilized fully. A Photostat machine has been installed in the library for the benefit of students and teachers. The Book Bank facility is yet to be introduced in the college. Internet facility in the college gave way to a new dimension to the college fraternity. The web site of the college '[www.birjhoramahavidyalaya.org](http://www.birjhoramahavidyalaya.org)' was launched during this session. The opening of multi-gym facility gave a new dimension in sports arena of the college.

### » On Student support and Progression

The State Government offers financial aids to the students of ST, SC and OBC categories, in the form of scholarships. Similarly, the students avail the travel concession scheme provided by the Railway department. The Career Guidance Cell (CGC), Extension Cell and Women Cell have been extending their activities to a large extent. Likewise, the Alumni Association and Guardians of the students have sustained their support as and when sought for.

The Career Guidance Cell of the college has been displaying information in the notice board regarding prospective career and job opportunities. Besides his, the cell had also organized counseling session conducted by competent persons having experienced in this field.

## » On Organization and Management

College authority took timely necessary steps as per directives of the Director of Higher Education in connection with the changes occurred due to promulgation of 'The Assam College Employee's ( Provincialisation ) Act 2005'. Since the services of the employees of the non Government Colleges of Assam in receipt of deficit Grants – in – aid have been Provincialised, Management of the College had to cope with the modification made to a large extent in the act.

Governing Body of the College under the Chairmanship of Deputy Commissioner of district has been functioning efficiently by taking necessary measures to maintain academic and financial discipline as well as by taking steps for infrastructural development.

Memorandum of Understanding has been made with Post Graduate Correspondence School (PGCS) of Gauhati University to establish a study cum Examination centre of PGCS, GU for all its Post graduate degree and diploma courses.

Construction of students reading room and improvement of laboratories has been completed out of the grants received from UGC under young category College. The grants received from UGC during Tenth Plan period under different heads have been utilized and utilization certificate along with other relevant documents have been submitted. Apart from auditing the College accounts by internal auditor, the receipt and expenditure accounts of the college up to the period ending in 31st March'07 have been audited by the Director of Audit (Local Funds), Government of Assam, report of which is yet to be received.

College management has taken steps for providing another cycle shed to facilitate students. Improvements made of the internal roads of the College campus.

Four faculty members have been sent to UGC Office, New Delhi for interface meeting in connection with an innovative project submitted by the college.

Publishing the biannual News-letter 'DAWN' of the college at regular interval which records the important events of the college. For smooth functioning of all the activities, College authority has rearranged the already existing different committees as well as different cells. College authority launched the college web site [www.birjhoramahavidyalaya.org](http://www.birjhoramahavidyalaya.org) .

## » Healthy Practices

The college community intended to sustain and enhance all the healthy practices prevailing in the college. For this, the IQAC of the college maintained all

the necessary steps in the process. The introduction of new uniform code for the students has been widely welcomed by all corners of the fraternity. The practice of bidding farewell to the final year students by their juniors continued as earlier.

## **Part B:**

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

The college is making continuous efforts to realize the primary goal of providing access to higher education to the youth of this semi-urban area. Some of the activities are enumerated below:

- a). Introduction of PGCS (Post Graduate Correspondence School) under Gauhati University by opening a study centre in this college.
- b). The inter-disciplinary course like PGDCA has been operational.
- c). Launching of College website [www.birscience.org](http://www.birscience.org)
- d). Internet facilities installed.
- e). Installation of multi-gym with latest equipments.
- f). The college library has been upgraded by adding a well-furnished reading room.
- g). Teaching departments are provided with computers.
- h). The faculty members are encouraged for Refresher/Orientation courses in relevant courses and motivated to apply for MRP and Teachers Fellowship of UGC.
- i). Teachers as well as students of the college are inspired for extension activities for social benefit.

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

Under the study centre of PGCS, Gauhati University counseling for post graduate course in English and Mathematics are in operation in the college premises. Of course, the Post Graduate Diploma in Computer Application (PGDCA) of Gauhati University has been continuing since its introduction in the college in the year 2004.

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

Faculty members of different departments of the college had applied innovative ideas in curriculum design and its transactions with the students. In the Gauhati University curriculum of the subject Zoology, different topics of sericulture are included. Although it was not mandatory, a special field trip was arranged to a sericulture farm located at Agia in the district of Goalpara, Assam for enhancing the first hand knowledge of the students on the subject.

Students along with one teacher –in charge visited the local fish market for identification of different species of local fish. For the study of the tea pests, the students of the Botany Department visited Birjhora Tea Estate.

Astronomy is included both in the syllabus of mathematics and physics of Gauhati University. Special sky observation nights were arranged for giving first hand information to the students regarding the constellations, galaxies or identification of stars.

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

Course on Information Technology (IT) is in operation since the session 2003 – 04 at UG level.

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

Being an affiliated college under Gauhati University, the college follows the examination norms formulated by the University. But as far as the internal examinations like unit test, terminal examination and test examinations are concerned the college authority had adopted a strategy to improve the academic standard of the students. In this regard, all the departments are directed by the authority to display the mark in the respective notice board to facilitate easy access to the marks obtained which will create a spirit of competition among the students.

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

The college is a degree college having only UG course and PG courses are not yet started. Some of the passed out students of this college have qualified NET/ SLAT/GATE after obtaining PG degree from other higher Educational institute. But systematic records of those students are not available at present.

### **7. Initiative towards faculty development programme:**

The college authority encourages its faculty members to take part in Refresher/Orientation course, summer institute and such other career advancement programmes sponsored by UGC. The faculty is also motivated to participate in

National and International seminars and workshops on relevant topics. The authority does the needful to apply for MRP of the UGC sponsored scheme by the faculty. This year 1(one) faculty was sanctioned a Major Research Project by UGC, 3(three) faculty members participated in Refresher Course, 2(two) members completed and submitted their thesis at GU and 2 teachers are continuing with their research works.

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

Altogether eight departmental seminars and two workshops were conducted during this session.

(a) Two seminars were held in the Physics Department on 2nd November'06 and 6th December'06 on the subjects 'Quantum Dots', 'Laser', 'Conducting polymer material for future, and 'Magnetic Nano -particles and their application'.

(b) Two seminars on 'Shifting Cultivation' and 'Physiology of fruit ripening' were held in the department of Botany on 10th August'06 and 30th August '06.

(c) Two seminars in the Zoology Department and one seminar each in the department of Chemistry and Mathematics were held in the month of December 2006.

(d) Commemorating the 'World Year of Physics', the Physics Department of the college in collaboration with SEEDS, BJVJ Assam conducted one day long workshop among the students of the college on 20th September'06. The topic of the workshop was on 'Simple scientific tools making and its application'.

(e) A workshop on 'Remote sensing and GIS 9 Geographical information system)'. Held on 24th August'06, Mr. Pranjit Kr. Sarma, a programme researcher belonging to the environmental NGO 'Aaranyak' delivered a lecture on the topic.

#### **9. Research projects**

a) Newly implemented: 1(One)

A Major Research Project has been sanctioned to a faculty member viz. Dr. O. P. Sah, senior lecturer of Physics Department. The title of the Major project is 'Investigation of non-linear kinetic Alfvén wave structure in Plasma'.

b) Completed: 3 (Three)

#### **10. Patents generated, if any:**

No venture taken in this regard.

### 11. New collaborative research programmes:

Birjhora Mahavidyalaya has already set up a linkage with North Orissa University through its one of the faculties (Dr. Hilloljyoti Singha) since 2004. Now a collaborative research work has been initiated in the field of wildlife science. Two research scholars enrolled in the Department of Zoology of NOU have been working under the co-guidance of Dr. Singha on elephant in Manas Biosphere Reserve Forest. It is to be mentioned that Dr. Singha has already got recognition of PhD guide under the NOU; with permission to guide four research scholars at a time under the Department of Zoology of the NOU.

It could be mentioned that Dr. Singha has been also involved with wildlife research in some projects run by Aaranyak, a SIRO. In fact, the two research scholars have been working under such project on elephant.

### 12. Research grants received from various agencies:

UGC has sanctioned a sum of Rs. 4, 58, 000/- as monetary assistance towards the implementation of a Major research Project by a Senior Lecturer of Physics Department.

### 13. Details of research scholars:

Name	Department	Specialized in & Topic of the research
Ananta Bora	Botany	Angiosperm Taxonomy Topic: Flora of Bongaigaon District.
Paresh Chakravorty	Chemistry	Organic Chemistry Topic: Biochemical analysis of some wild medicinal plants of Bongaigaon dist.
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.
Mrs. A Mech	Mathematics	Operation Research Topic: A study of mathematics education at school level with special reference to

undivided Bongaigaon.

**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 since 2004. Four faculty members viz. Dr. O. P. Sah of Physics department, Dr. H. Singha of Zoology Department, Dr. D. C. Deka of Botany Department and Dr. A. K. Deka of Statistics Department have been recognized as the M. Phil Guide of Periyar University, Tamil Nadu and one faulty member of Zoology Department viz. Dr. H. Singha as the Ph. D guide of North Orissa University, Orissa.

**16. Internal resources generated:**

The college generated a reasonable sum of money this year through -

(a) By admission in the PGDCA diploma course (Rs. 2, 14, 000/-)

(b) Services to the members of the college community through photocopying, Internet etc. (Rs. 837/-)

(c) By selling Mushroom and Vermi compost produced by college (Rs. 2,518/-)

Total resources generated = Rs. 2, 17, 355/-

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

Not applied for.

**18. Community services:**

In the session June 2006 – May 2007, College had undertaken the following community service programmes:

(a) Mr. M. Thakuria, senior lecturer of the department of Chemistry and Mr. H. Saud of the department of Economics along with some students of the college participated in a four days workshop cum training programme from 8th October'06 to 11th October'06 on 'Community based Disaster preparedness' organized by D. M. centre, Indian Red Cross society, Assam Branch.

(b) College conducted the Hindi Examination of Rashtra Bhasha Prasar Samity.

(c) On 27th August 2006, Department of Chemistry conducted the Chemistry Olympiad organized by the society for Chemical Education. Students of secondary and higher secondary level of the Bongaigaon district participated in the programme.

(d) To give first hand knowledge about the stars, constellations or galaxies, Physics and Mathematics Department organized one Sky Observation Night for the students of the college in particular and students of the locality in general.

(e) Two faculty members of the college were deputed to extend cooperation and service in the polio - eradication programme, administered by NPSP, a unit of WHO.

(f) Students and faculty members of the Botany Department took part in the 'National Environment Awareness Campaign' with the theme 'solid waste management' for the year 2006, sponsored by Ministry of Environment and Forests, Government of India, supported by Assam Science Society. The department conducted the programme in four phases: Surveying the type of solid wastes in the locality of the Bongaigaon Town; arranging lecture programme on solid waste management for creating awareness among the common people and by distributing leaflets among the masses.

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

No new teacher was appointed during this period.

#### **20. Teaching – Non – teaching staff ratio: 25:13**

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

(a) The central College library was shifted to the permanent new building in the month of June, 2006. The new library and Reading room attached to it being more spacious and airy, facilitates students & faculty members for its effective use.

(b) User's friendly new library furniture as well as book selves are provided in the library and the reading room to facilitate its users.

(c) To aware the newly admitted students of the college, Librarian in association with other faculty members conducted a one day programme during the month of August 2006 on 'Users education'.

(d) For the benefit of the college community, a Photo state Machine was installed in the library in the month of March 2007.

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

**Number of Books purchased = 373**

**Value = Rs. 1, 03,708/-**

**Number of Journals subscribed = 8**

**Number of daily News Paper = 3**

**Value = Rs. 6,520/-**

## **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 then 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, 01, 75, 969/-**

**Total no. of students enrolled during this period = 273**

**Unit cost of education (Including the salary component) = Rs. 37, 274.60/-**

**Unit cost of education (excluding the salary component) = Rs. 8, 270.95/-**

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

College has already initiated the computerization of admission process such as processing of application forms, preparation of merit list etc. Bio-data of the admitted students were entered in the computer for future records.

Computerization of annual results of University examinations are yet to be completed. Also the process of college unit test and test examination are yet to be computerized completely. Till date, college certificates are being issued on printed sheet and college authority is planning of complete computerization of the office.

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

Infrastructural facilities increased as follows -

- a) A well furnished, spacious Reading Room adjacent to the Central Library.
- b) Additional cycle stand.
- c) A portion of the Boundary Wall.

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

- a) A photo state machine was procured.
- b) INTERNET connectivity.
- c) IQAC had procured a fully dedicated computer with 100% assistance from NAAC.
- d) The College had launched its own website [www.birscience.org](http://www.birscience.org).
- e) More number of CDs and Cassettes having great academic value added every year to the IGNOU study centre of the college also facilitate the faculty members as well as learners of the college.
- (f) The teleconferencing mode of learning installed in the college with the help of IGNOU gives a new dimension to the academic environment of the college.

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

Most of the faculty members and students are acquainted with the use of computer and internet. The facilities offered by the college for utilization of good number 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 some students.

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

Students of ST/SC/OBC categories of the college get State and National scholarship. The College authority also helps the students to take the benefit of the Railway travel concession. The College authority sympathetically consider the economically disadvantaged students and facilitates such students in getting admission in the college as well as at the time of deposition of examination fee to university on installment basis and in certain cases waiving of fees.

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

Though the Alumni of the college formed an association prior to the year of NAAC assessment the college is yet to witness Association's activities in an organized form. However some alumni in their individual capacity were involved in academic activities like delivering talks, seminar lectures or by extending help in different programmes.

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

Up till now, no formal Parent Teacher association was formed. But few parents at their individual level offered support and extend their helping hand at the time of need.

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

a) During the whole session, students and staff of the college utilized the newly established Multigym.

b) Records of blood group of teaching and non teaching staff of the college along with their phone number was prepared and circulated among staff members.

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

Students of the college took active interest in sports activities particularly during College Week; however none received prize in Inter college Sports festival.

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

Though the college has provision to give incentives to outstanding sports person, outstanding sports person could not be identified this year.

### **35. Student achievements and awards:**

A sizable number of students of this college secured first class with Distinction / first division in degree level examinations. Some of our students

showed proficiency in cultural events. However none received award from state or university level examination or events.

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

a) A lecture was arranged on 'Nano - Science and Nano - Technology – the future is calling' on 9th January 2007, delivered by Sri S. Banerjee, an Alumni Association of the College, which was very much informative. The lecture was arranged in collaboration with 'Physics Club'.

b) Two young wildlife scientist of NE region, Mr. N. Sarma & Sri Abhijit Das delivered lectures on 10th February 2006 in the College, which was a fruitful interactive session with the students of the College about wildlife science as one of the career options.

c) A team of 26 students of the College was led by Sri H. K. Saud, a member of the cell to visit eight industrial sites of Guwahati from 18th to 21st January 2006. They were given exposure to industries based on bamboo, steel & plastic etc. It was sponsored by Government of Assam under 'Udyog Jyoti Achan – 2005'

d) The students of the College got a rare opportunity to interact with Dr. A. R. Rahmani, an internationally acclaimed ornithologist and Director of Bombay Natural History Society (BNHS). The cell arranged this meeting in collaboration with Zoology Department where the students also met Dr. V. Prakash, the Principal scientist of BNHS and got information about different career options in this field.

e) The cell arranged a career-counseling programme on 12th January 2007. Mr. S.Bhowmick, alumni of the College and presently a teacher in Path Finder School, Gurgaon, Haryana. He delivered a talk on different career options amongst the students of the College. Also he delivered instructions on how to face interviews and related matters on curriculum vitae.

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

Up till now the college authority failed to find out scope for providing placement services in an organized form to its students.

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

(a) Computers are provided to the non – teaching staff to perform official works. The bearers are also encouraged to use the departmental computers.

(b) Laboratory bearers are given training on laboratory maintenance by departmental Staff members.

(c) At the request of the college authority the S. M. Agarwala & Co. Chartered Accountant gave training to its UDA & LDA on Accounts Keeping, calculation of income tax etc.

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

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

b) NSS volunteers are engaged in maintaining college campus clean and green. Students and Staff members are taking part in almost all programme of the college including Republic Day, Independence Day, National Science Day and World Environment Day.

c) Department of Botany of this college has been conducting Environment Awareness campaign (under NEAC) continuously since 2001 with the assistance received from Assam Science Society and Ministry of Environment and Forest, Govt. of India.

d) Popular talks were arranged for creating scientific temperament, eradicating superstition, prevention of AIDS, importance of preserving the healthy natural environment etc and spreading the message to the society through the students.

e) 2 (Two) faculty members have been engaging themselves in monitoring Pulse Polio Immunization Programme since 2002 sponsored by WHO.

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

The college is maintaining its linkage with Bombay Natural History in Biological research. Faculty members have been nominated as M. Phil and Ph. D guide by Periyar University, Tamil Nadu and North Orissa University, Orissa for distant learning scholars and thereby made academic linkage with the universities.

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

(a) A Major Research Project sanctioned to a faculty member of Physics Department by the UGC.

(b) Four faculty members are guiding M. Phil and Ph. D students.

(c) One faculty member submitted thesis to the University for the award of Doctor of Philosophy.

(d) Mathematics and Chemistry department of the college successfully conducted the Mathematics and Chemistry Olympiad respectively.

(e) The teleconferencing mode of learning installed in the college with the help of IGNOU.

(f) Post Graduate Correspondence School (PGCS) of Gauhati University established a study centre in this college.

**Part C: Detail the plans of the institution for the next year: (For the year 2007-08)**

The college is planning to send proposals to the UGC for UGC sponsored schemes as soon as college received guidelines for the 11th Plan. To supplement the already existing basic subjects of science stream, college is also planning to introduce few add-on Career Oriented Courses as well as few certificate courses.

The college is also aimed to strengthen the number of books in the library and also its complete computerization. Planned for effective functioning of Multigym. Planned for commercial utilization of the vacant hilly portion of the campus. To provide better accommodation for IGNOU study centre, study centre of PGCS, GU. To open BCA course as well as some new job and application oriented subjects. To establish additional computer laboratory. To construct a new Audio-Visual Hall with financial assistance from district authority.

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

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