

Annual Quality Assurance Report (2012-2013)

**Submitted to
National Assessment and Accreditation Council
(NAAC)
Bangalore**



Submitted by

**Internal Quality Assurance Cell (IQAC)
DEVICHARAN BARUA GIRLS' COLLEGE,
JORHAT
JORHAT-ASSAM- 785001**

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

D.C.B. GIRLS' COLLEGE, JORHAT

1.2 Address Line 1

K.K. BARUAH ROAD P.O. JORHAT

Address Line 2

City/Town

JORHAT

State

ASSAM

Pin Code

785001

Institution e-mail address

devicharan1@yahoo.com

Contact Nos.

03762371031

Name of the Head of the Institution:

Dr. Jinamoni Bhuyan

Tel. No. with STD Code:

09435092144

Mobile:

09435092144

Name of the IQAC Co-ordinator:

Dr.Subhash Chandra Das

Mobile:

08638487019

IQAC e-mail address:

lqacdc55@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

ASCOGN10678

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC/56/RAR/38 dated 16-9-2011

1.5 Website address:

www.dcbgirlscollegejorhat.org

Web-link of the AQAR:

<http://www.dcbgirlscollegejorhat.org/IQAC/AQAR2012-13.pdf>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	-	2004	2009
2	2 nd Cycle	A	3.07	2011	2016
3	3 rd Cycle				
4	4 th Cycle				

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

04/07/2003

1.8 AQAR for the year (for example 2010-11)

2012-13

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

i. AQAR 2012-13 submitted to NAAC on 26/06/2018

1.10 Institutional Status

University State ☐ Central ☐ deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☐

Autonomous college of UGC Yes ☐ No ☐

Regulatory Agency approved Institution Yes ☐ No ☐

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

Type of Institution Co-education ☐ Men ☐ Women ☒

Urban ☒ Rural ☐ Tribal ☐

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

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

1.11 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☐ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

Certificate Courses

- Bee Keeping and Mushroom,
- Floriculture & Land Scaping,
- Food Processing,
- Journalism,
- Fashion Designing,
- Skin and hair care,
- Front office management
- Tourism,
- Videography,
- Beautician.

1.12 Name of the Affiliating University (*for the Colleges*)

DIBRUGARH UNIVERSITY

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

Autonomy by State/Central Govt. / University

NO

University with Potential for Excellence

NO

UGC-CPE

NO

DST Star Scheme

NO

UGC-CE

NO

UGC-Special Assistance Programme

UGC sponsored Remedial Classes for SC and ST students

DST-FIST

NO

UGC-Innovative PG programmes

NO

Any other (*Specify*)

-

UGC-COP Programmes

NO

2. IQAC Composition and Activities

2.1 No. of Teachers	8
2.2 No. of Administrative/Technical staff	3
2.3 No. of students	2
2.4 No. of Management representatives	1
2.5 No. of Alumni	2
2.6 No. of any other stakeholder and community representatives	2
2.7 No. of Employers/ Industrialists	1
2.8 No. of other External Experts	1
2.9 Total No. of members	20

2.10 No. of IQAC meetings held : 4

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes ☐ No ☒

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

- Organised NAAC sponsored National seminar on “The Impact of Assessment in the Quality of Improvement of Higher Education” on 8th and 9th December, 2012
- Organised State level one day workshop on “Semester system: Some Remedial Measures”.

2.14 Significant Activities and contributions made by IQAC

- Organised NAAC sponsored National seminar on “The Impact of Assessment in the Quality of Improvement of Higher Education” on 8th and 9th December, 2012.
- Organised State level one day workshop on “Semester system: Some Remedial Measures”.
- Observed International Women’s Day.
- Celebrated Children’s Day
- Organised International Literacy Day.
- Observed International Environment Day.
- Arranged seminars and workshops.
- Provided suggestion for renovation and modification of computer Laboratory.
- Provided suggestion for Repairing and construction of footpath in the college campus.
- Students’ feedback, Alumni feedback and parents feedback are collected on regular basis.
- Keeps record of course plan, teachers profile and departmental activities of the college.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
a. Construction of new department rooms.	Construction of new department rooms are going on.
b. National seminar will be organised by the college.	One UGC sponsored National seminar has been conducted.
c. National workshop will be organised.	Organised one state level workshop.
d. Minor and Major research project will be applied by the Teachers	Four teachers of the college are doing minor research project
e. Extension activities and community development programmes will be initiated by the Career Counselling Cell and different departments of the college.	Literacy campaign, self employment programme, campus interview and Job mela were organised by the women's studies cell, department of Education and career and counselling cell of the college
f. Free Health check-up and blood grouping programme will be arranged for the benefit of the students.	Department of Zoology of the college In collaboration with Lions Club of Jorhat has arranged the health check up and blood grouping programme.
g. Awareness development programme are arranged.	Different cells/committees/department of the college organised a large numbers of Awareness programme namely- AIDS rally, Anti-Tobacco rally, International Literacy Day, World Environment day, International Womens' Day, Science popularization programme etc.

h. Set up semester monitoring cell to study about the merits and demerits of the implementation of the semester system in the UG level.	The cell regularly organises programme to aware the students and teachers about semester system.
i. Admission committee and Examination control committees to be formed.	These committees monitor admission process of the college as well as acts as observer of the various examinations.
j. Career oriented courses, skill development programmes and certificate courses for the students to be conducted on regular basis.	These regular programmes have greatly benefited the students in terms of career and skill development.
k. Remedial teaching, group discussion, Guidance and counselling to be provided regularly.	Students have been benefited from these activities.

** Attach the Academic Calendar of the year as Annexure.2.*

2.16 Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

The AQAR for the session 2012-13 was placed in the meeting of management committee.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	-	-	-	-
UG	2	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	5	5	-	-
Others	-	-	-	-
Total	7	5	-	-

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	2
Trimester	-
Annual	2 (UG) +10 (certificate course)

1.3 Feedback from stakeholders* Alumni (On all aspects)

☒

Parents

☒

Employers

☒

Students

☒

Mode of feedback : Online

☐

Manual

☒

Co-operating schools (for PEI)

☐

***Please provide an analysis of the feedback in the Annexure-3.**

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

Syllabus and regulations for the under graduate level are revised by the Dibrugarh University

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
68	20+3 (vacant)	45	-	-

2.2 No. of permanent faculty with Ph.D.

24

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	3	-		-	-	-	-	-	3

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest faculty - 05

Visiting faculty- 02

Temporary faculty- 04

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	3	7
Presented papers	7	30	-
Resource Persons	4	-	-

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

- Remedial classes are organised for the academically weak and backward students of the college.
- The faculty members of the college arrange weekly group discussion, seminar and interaction on regular basis.
- Use of smart rooms for teaching
- Use of PPT & poster presentation in seminar by students.

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

180

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

a. On the spot evaluation after completion of each topic of the subjects.

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

-	-	3
---	---	---

2.10 Average percentage of attendance of students

85%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	Simple pass %	Pass %
B.A.6 th Semester	Major- 289	5.88%	11.42%	58.47%	4%	83%
	General-273	-	-	20%	60%	84%
B.Sc. 6 th Semester	Major – 38	12%	53%	35%	-	100%
	General -	-	-	-	-	-

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

IQAC of the college has been working actively in the development of the students' performance, teacher activities and administration of the college. IQAC organised different type of state level and institutional level workshop, seminar guest lecture programme in the college. It motivates and encourages the teachers of the college for pursuing M.Phil/Ph.D. degrees. IQAC provides information to the teachers and students to participate and present seminar paper, write research paper in the research journal etc. IQAC with the help of convenor of the different criterion evaluate students' feedback report, performance of the teaching learning of teachers and students in the college. Admission prospectus, Academic calendar, class routine, sessional examination, analyse the students final result, momentary look into the students attendance of the students, student union election etc. are conducted by the IQAC along with the academic committee of the college.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	7
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	1
Faculty exchange programme	2
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	21
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	20	1	-	05
Technical Staff	-	-	-	1

Criterion – III

3. Research, Consultancy and Extension

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

Research, consultancy and extension cell is one of the criterion of IQAC. The cell promotes research activities among the faculty member and students of the college. The cell provides information (display the information on the notice board) and encourages the faculty members for Research project, publication of books, research articles etc. The IQAC of the college encourages the faculty members to participate in Refresher Courses, Orientation Courses, Short-Term course and Workshops. The IQAC publishes a multidisciplinary International journal with ISSN number every year. The faculties of the college are also appointed as the member or expert of various committees. Various departments of the college organizes field study and educational tours for students and field reports preparation.. Students seminar and group discussion are organized on regular basis. These type of activities promote research interest among the students. IQAC encourages the faculty members to pursue higher studies. The research committee of the college also encourages the teaching community.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	1	UGC	-
Outlay in Rs. Lakhs	-	2.76 lakh	UGC	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	10	7	2
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range Average ☒ h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned	Received
Major projects	-	-	-	-
Minor Projects	2012-13	UGC	2.76 Lakh	2.76 Lakh
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	2.76 Lakh	2.76 Lakh

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

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

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	-	2	1	-	-
Sponsoring agencies	-	NAAC, ICHR	State level	-	-

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs : Rs. 2.76 Lakhs

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	1
International	Applied	
	Granted	1
Commercialised	Applied	
	Granted	1

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

Total	International	National	State	University	Dist	College
4	-	1	-	-	-	3

3.18 No. of faculty from the Institution who are Ph. D. Guides
and students registered under them

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level	-	State level	10
National level	53	International level	

3.23 No. of Awards won in NSS:

University level	-	State level	-
National level	-	International level	-

3.24 No. of Awards won in NCC:

University level	-	State level	1
National level	-	International level	-

3.25 No. of Extension activities organized

University forum	-	College forum	9
NCC	-	NSS	5
		Any other	-

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

Department	Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility
Assamese	• Guest lecture programme on 4/9/2012 • Organised field study on 24/3/2013 • Departmental wall magazine and Journal were released.
Bengali	• Departmental wall magazine was released. • Students' seminars were organised. • Guardian meetings are conducted.
Botany	• Organised workshop on Science and Mathematics on 6th June, 2012. • Guest lecture programme was organised on 30th November, 2012

- Observed Science Day



Chemistry

- Arranged Extension activity for the students of Class X in Cinamara Jatia Vidyalaya from 7/6/2012 to 11/6/2012



- Faculty members of the department published research paper in International Journal,
- Received award for active participation in popularising chemistry among secondary level and senior secondary level students.

Economics

- The department with the help of the students of sixth semester prepared a detailed report on the socio-economic survey which was conducted by the department on November 26, 2012 in Neol Gaon, the adopted village of the college.



- The department in association with the Women's Studies Cell organized a Day long Diabetes Awareness Camp on Sept.21, 2012. In this camp Dr. Sarbeswar Agarwalla delivered a fruitful speech to the students, teaching and non-teaching staff of the college. After that a Blood Test camp was held where the members of the neighbours also participated.



- The III Vol. of Departmental Journal *Artha Vigyan Patrika* was published on March 2013 and inaugurated by Dr. Jinamoni Bhuyan on 4th April 2013
- Released departmental journal and wall magazine.

- Organised Guardian Meeting on April 4, 2013



Education

- Arranged skill development programme on 19/6/2012



- Organised World Literacy Day on 8th September 2012.

- Arranged Teacher exchange programme



- Organised freshmen social on 20th August 2012
- Seminar Paper Presentation by students is organised on regular basis
- Remedial classes for academically weak students
- Released Departmental Journal and Wall Magazine.
- Micro and Macro teaching on regular basis

English

- Arranged a day Lecture programme on 13/06/2012 at Cinnamara Jatiya Vidyalaya.



- Parents meet on 25th march ,2013
- Welcome desk organised on the first day of the academic session,

- Published Eulogy in the memory of Late Mrs. Malabika Phukan, a faculty member of the department on 23/022013



- Lecture-cum Demonstration programme on research methodology was organised, 10/9/2012



- Three-day Film Festival, featuring the films based on the English novels and plays was organised in the first week September, 2012.

	An educational tour to the West Coast states of Maharashtra and Goa, and to the East Coast city of Kolkata was organised, during winter vacation. 
Geography	- Educational tour to Tezpur was arranged from 11th February to 13th February, 2013 - Arranged Field study to Murmura village and Cinnamora on 9/3/2013 - Organised Parents- teacher meet.
History	- Organised an ICHR sponsored National Seminar on “Women of Assam: from pre independence to post modern era” on 28th and 29th September, 2012  - Published wall Magazine and Departmental Journal.

Mathematics	• Arranged Educational tour to Gangtok in September, 2012. • Observation of National Science Day on 28/2/2013 in the college.
Physics	• Arranged Demonstration for the students of class IX and X in the DCB Girls' High school students on 28/2/2013. • Organised a workshop on Science and Mathematics from 6th to 12th June, 2012 in Kalyani High school where class IX & X students were taught Physics on that 11/6/2012. • Students seminar, guardian meeting, Field study were organised. • B.Sc. students of the college participated in the AIR programme on dated 27/2/2013. • Arranged National Science Day programme under Science Forum of the college in the Subarna Prabha Bordoloi H.S. school, Na-ali Dekhiyajuli.
Philosophy	• Arranged guardian meeting. • Observed Gandhi Jayanti and international non violence day, on 2nd October, 2012. 
Political science	• Observed National Voters Day, • Departmental journal and wall magazine have been released. • Educational excursions were conducted 21st October 2012.
Sanskrit	• Arranged Tutorial classes. • Arranged Guest lecture.

Zoology	- Organised AIDS Awareness programme on 10/2/2013.  - Blood grouping camp was organised in college campus - Published departmental magazine “Zoo wave” on 11/2/2013
Women’s studies cell	Women’s studies cell adopted a village (Neol goan) and observed/arranged the following activities: Arranged Diabetes Awareness Camp on 21/09/2012, in the adopted village Neol Goan. 



- Celebrated Children's Day on 15/11/2012, in the adopted village



- Celebrated International Women's Day, on 8/3/2013



National Service Scheme (NSS)	- Blood Group Testing Programme was done. - Observed International Earth Day on 22/4/2013 - Observed World Anti Tobacco day,
National Cadets Corps (NCC)	53 numbers of NCC cadets of our college participated in National Camp held in the different parts of the country.
Science Forum	- Arranged Special Classes for Class X in Cinamara Jatia Vidyalaya from 7/6/2012 to 11/6/2012  - Released 4th volume of “Anweshan” a magazine of the Science Forum was on 19th Oct.2012. - Arranged special classes for the students of Science and Mathematics in the Borbheta High School from 13th May to 17th may, 2013

Criterion – IV**4. Infrastructure and Learning Resources****4.1 Details of increase in infrastructure facilities:**

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	2.47 (in acre)	-	-	2.47 (in acre)
Class rooms	36	-	-	36
Laboratories	9	-	-	9
Seminar Halls	1	-	-	1
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	
Computer lab.	1	1	Govt.	2

4.2 Computerization of administration and library

- Administration and Library of the college are almost computerised.
- Software for university library (SOUL) has been installed.
- Internet with LAN is Available

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	24646	-	30	4400/-	24676	-
Reference Books	973	-	10	2000/-	983	-
e-Books	0	-	97,000	N list	97,000	N list
Journals	J-7 M-8	13000	J-1	1000/-	J-8 M-8	-
e-Journals	0	-	6,000	N list	6,000	N list
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	CCTV	-	Manuscri -pts-6	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	45	1	5	1	1	0	0	-
Added	32	1	5	0	0	0	1	-
Total	77	2	10	1	1	0	1	-

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

- Computer Science teacher conducted a training programme on computer application among the teaching and non teaching staff of the college.
- Computer Teacher organised training programme for the teachers on the uses of smart rooms in teaching-learning, PPT presentation etc.
- Wi-fi facilities are provided.

4.6 Amount spent on maintenance in lakhs :

i) ICT	9.3/-
ii) Campus Infrastructure and facilities	11.12/-
iii) Equipments	.90/-
iv) Others	.52/-
Total :	21.89/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Information for NCC training and campaigning are provided to the students.
- NSS and its benefits are focused upon.
- College websites are made up-to-date.
- Creates awareness about student's aid funds for poor students.
- Importance of the different certificate courses of the college are informed to the students.

5.2 Efforts made by the institution for tracking the progression

Following efforts are made by the college for tracking progression

- Alumni feedback is collected.
- Employers' feedback are collected.
- Each department keeps records of the progression of the students.
- Use of social media to track the progression of the students.
- Alumni association also keeps the records of the ex-students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1591	--	--	--

(b) No. of students outside the state

02

00

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
982	64	62	434	-	1542	992	70	67	462	-	1591

(c) No. of international students

Men	No	%	Women	No	%
	-	-		1591	100

Demand ratio - 1:23

Dropout- 1%

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

- Spoken English classes are held.
- Skill development courses are held.
- Career Counselling Cell organises coaching classes

No of students' beneficiaries

500

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT

IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

- Career counselling cell of college organises counselling for Cinnamara Jatiya Vidyalaya students of class X,
- Need-based counselling for the students of the college are provided.

No. of students benefitted

150

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
NIT, Jorhat	-	4	-

5.8 Details of gender sensitization programmes

- Women's Studies cell of the college observes International Women Day.
- Arranged Guest lecture programmes on the women related problems of the state are conducted.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level

Best team and Best singer award won by the college in January 2013 in the Youth festival organised by Dibrugarh University. In the programme total 10 numbers of students won awards in different cultural events.

National level International level

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	80	110500/-
Financial support from government	SC-185	8,24,170/-
	ST-27	91045
	OBC-245	7,35,000/-
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

9

5.13 Major grievances of students (if any) redressed:

Grievances	Grievance Redressed
1) Renovation of Girls' Hostel. Sanitary systems, doors and windows, painting of wall and increase of seat capacity the hostel stressed. 2) Maintenance of cleanliness in the classroom.	1. Hostel sanitary systems, doors and windows, wall painting were well redressed. Hostel extension would be considered in the long run as it is a financial matter. 2. Principal assured to do the needful.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

To provide higher education to the women folk of Jorhat and its rural neighbourhood by inculcating their innate talents and qualities and unfolding their potentialities through curricular and extra- curricular activities.

Mission:

Empowerment of women in all aspects as to make them fit to compete with their male counterparts in the new world order.

6.2 Does the Institution has a management Information System

College semester monitoring cell keeps records of the admission, internal examination and result, students' attendance etc and displays the information on the notice board.

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

6.3.1 Curriculum Development

Curriculum is prepared and designed by the University. Three numbers of teachers of the college are the member of the Board of studies of the university.

6.3.2 Teaching and Learning

- Teacher exchange programme are conducted by the departments of the college.
- Organised Students as tutor programmes.
- Student seminar, group discussion, field study and report writing are conducted.
- Course plan prepared.
- Use of smart room.
- Arranged Guest lecture programme.
- Organised Teaching with alumni.

6.3.3 Examination and Evaluation

College conducts two internal sessional examinations, arranges group discussion, seminar paper presentation etc. for every semester. Continuous evaluation is done by the respective departments of the college.

6.3.4 Research and Development

- The Research cell looks into the research proposals of the teachers.
- Duty leave are provided by the Principal for participation in the national/international seminar/workshop/conference research work etc.
- Organises seminars and publishes research articles in the research Journals.
- Encourages the teachers for pursuing M.Phil. / Ph.D., Minor/Major research project etc.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library is computerised.
- Latest books & journals are purchased.
- Renovation of the library is going on.
- Separate reading room available for teachers and students.

6.3.6 Human Resource Management

- Encourages to participate in RC/OP/Workshop in HRD centre of the country.
- Faculty development programme are conducted.

6.3.7 Faculty and Staff recruitment

- Permanent teaching staff are appointed as per the rules of UGC and Government of Assam.
- Part time and temporary teaching & non teaching staff are appointed according to merit basis by the Principal , Governing Body of the college and Head of the department.
- Permanent Non teaching staff are appointed according to the rule of government of Assam.

6.3.8 Industry Interaction / Collaboration

Nil

6.3.9 Admission of Students

Admission is conducted according to the merit lists of the students by following the rules of the Government of Assam.

6.4 Welfare schemes for

Teaching	MB Fund and Aid Fund
Non teaching	MB Fund and Aid Fund
Students	Poor students aid fund and Book Bank, Memorial scholarship, scholarship for SC/ST/OBC

6.5 Total corpus fund generated

64,44855/-

6.6 Whether annual financial audit has been done

Yes

☒

No

☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	No	-
Administrative	No	-	No	-

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

For UG Programmes

Yes

☐

No

☒

For PG Programmes

Yes

☐

No

☐

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

NA

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

NA

6.11 Activities and support from the Alumni Association

- Alumni meeting are held once in a year.
- Alumni give contribution for college deveopment.
- Some Guest lecture programmes are done by Alumni.
- Alumni association participate in the development programme of the college.
- Alumni from different part of the country and from the aboard interact with the teachers and students of the college for exchange of ideas.
- Merit scholarships are sponsored by alumni.

6.12 Activities and support from the Parent – Teacher Association

- Parents Teacher meetings are organised by the various department of the college once in a year.
- Parents' suggestion and guidance are recorded and they are requested to contact the teachers without any hesitation.
- Feed back from parents are regularly collected and analysed for further improvement of the students.

6.13 Development programmes for support staff

- ICT based training is provided to the office staff twice a year.
- Office of the college is partly computerized for smooth functioning.
- For developing team spirit and sportsman spirit, the college regularly arranges friendly sports events among the students, teachers and non teaching staff.

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

- Eco cell and NSS wing of the college maintain cleanliness of the college regularly.
- Plantation and awareness programme are conducted by Science Forum of the college.
- Pure drinking water facilities are provided.
- Dustbin are regularly cleaned for maintenance of cleanliness of the college.
- An eco-friendly pond is maintained in the college.

Criterion – VII

7. Innovations and Best Practices

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

1. Use of ICT in teaching and learning process
2. Share study materials with students
3. Faculty exchange programme.
4. Students as Tutor programme.
5. Mentoring of students by the respective departments.
6. Micro and macro teaching.
7. Yoga training for teachers and students,
8. Gender sensitization programme.

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

- Observed Children's Day,
- Organised International Women's Day
- Arranged Freshmen Social.
- Group Discussion organised.
- Seminar Paper Presentation organised.
- Sessional Examinations are conducted.
- Remedial classes for academically weak students are arranged.
- Wall Magazine released.
- Departmental Journal released.
- Extension Activity-Field Study and social survey are conducted.
- Teacher Exchange Programme is done regularly.
- Observed World Literacy Day
- Skill development programmes are conducted.
- Student as a Tutor programme is executed.
- Published research paper in International Journal,
- Socio economic Survey conducted,
- Awareness camp on diabetes organised.
- Welcome desk on the first day of the academic session was organised
- Lecture-cum- Demonstration programme on research methodology held.,
- Programme for fostering the spirit of national integration held.
- Observed National Voters day,
- Observed Republic Day, Independence Day, Gandhi Jayanti etc.
- Blood grouping camp organised.
- Parents teacher meet organised.
- Computer training to the non-teaching staff organised.
- Arranged Yoga and Meditation programme.

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

- Use of ICT in teaching and learning process
- Regularly invites academicians of national and international repute to deliver talk on relevant issues.

****Provide the details in annexure-IV-A, IV-B. (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

- Observes Environment Day
- Awareness programme on cleanliness.
- Eco Cell and NSS regularly conduct various environment related programme.

7.5 Whether environmental audit was conducted? Yes ☐ No ☒

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

Strengths:

- Premier women's college in upper Assam.
- Two streams, 15 departments with total students' strength more than 1600.
- Final result of the college is better than the average result of Parents University.
- Centre for women empowerment of upper Assam.
- Students are provided counselling for recruitment.

Weakness:

- Due to geographical location, the college has limitation to undertake field studies on certain relevant topics.
- Due to less land area, the college has to go for only vertical expansion.

Opportunity:

- Women of the neighbouring areas get opportunities to avail higher education.
- Conducive for women specific activities.
- The college has ample scope to convert itself into a university in the near future.

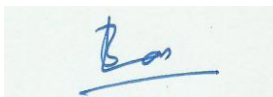
Threats :

- Being an affiliated college there is always threat from private institutions which are being gradually established in the region.

8. Plans of institution for next year

- On going Construction should be completed as soon as possible.
- To Organize National seminar and workshop.
- To Organise as many as extension activities.
- Upgrade the college Library.
- To Construction of New class room and Auditorium.
- Send Proposal to Dibrugarh University to start PG courses in Economics and Botany.
- Digital class room, science laboratory and seminar hall are to be constructed.

Name- DR.SUBHASH CHANDRA DAS



Signature of the Coordinator, IQAC

Name- DR. JINAMONI BHUYAN



Signature of the Chairperson, IQAC

_____*_*_*____

Abbreviations:

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

ACADEMIC CALENDAR

2012 - 2013



Estd. - 1955

DEVICHARAN BARUA GIRLS' COLLEGE

NAAC Accredited "A" Grade Institution

Jorhat

Academic Calendar

7

Date(s)	Contents	No. of Days		Remarks
		T.D.	W.D.	
13.8.12 to 14.8.12	Regular classes	2	2	
15.8.12	INDEPENDENCE DAY			Holiday
16.8.12 to 18.8.12	Regular classes	3	3	
19.8.12	Sunday			Holiday
20.8.12	ID - UL - FITRE			Holiday
21.8.12 to 25.8.12	Regular classes	5	5	UNIT TEST / 1st Sessional Exam.
26.8.12	Sunday			Holiday
27.8.12 to 31.8.12	Regular classes	5	5	
1.9.12	STUDENTS' UNION ELECTION			Attendance Compulsory
2.9.12	Sunday			Holiday
3.9.12 to 4.9.12	Regular classes	2	2	
5.9.12	TITHI OF SRI SRI MADHAVDEVA			Holiday

6

Academic Calendar

ACADEMIC CALENDAR

2012 - 2013

T.D. = Teaching Days, W.D. = Working Days

Date(s)	Contents	No. of Days		Remarks
		T.D.	W.D.	
16-7-12 to 21-7-12	Regular classes	6	6	Class wise Orientation Programme
22-7-12	Sunday			Holiday
23-7-12 to 28-7-12	Regular classes	6	6	
29-7-12	Sunday			Holiday
30-7-12 to 31-7-12	Regular classes	2	2	
1.8.12	College Foundation Day	1	1	Attendance Compulsory
2.8.12 to 4.8.12	Regular classes	3	3	
5.8.12	Sunday			Holiday
6.8.12 to 10.8.12	Regular classes	5	5	
11-8-12	FRESHER'S SOCIAL		1	Attendance Compulsory
12.8.12	Sunday			Holiday

8

Academic Calendar

Date(s)	Contents	No. of Days		Remarks
		T.D.	W.D.	
6.9.12 to 7.9.12	Regular classes	2	2	
8.9.12	JANMASTAMI			Holiday
9.9.12	Sunday			Holiday
10.9.12 to 15.9.12	Regular classes	6	6	UNIT TEST for HS 1 st & 2 nd year
16.9.12	Sunday			Holiday
17-9-12 to 22-9-12	Regular classes	6	6	
23.9.12	Sunday			Holiday
24.9.12	Regular classes	1	1	
25.9.12	JANMOTSAV OF SRI SRI SANKAEDEVA			Holiday
26.9.12 to 29.9.12	Regular classes	4	4	Seminar & Group Discussion for 1 st & 3 rd Semester
30.9.12	Sunday			Holiday
1.10.12	Regular classes	1	1	
2.10.12	GANDHI JAYANTI			Holiday

Date(s)	Contents	No. of T.D.	Days W.D.	Remarks
3.10.12 to 6.10.12	Regular classes	4	4	2nd Sessional Exam. for 1 st & 3 rd Semester and UNIT TEST for 3 rd Yr.
7.10.12	Sunday			Holiday
8.10.12 to 9.10.12	Regular classes	2	2	Sessional/ UNIT TEST
10.10.12 to 11.10.12	Regular classes	2	2	
12.10.12 to 19.10.12	COLLEGE WEEK		6	Attendance compulsory. Sunday & Holiday (14 th & 17 th) excluded.
20.10.12	Regular classes	1	1	
21.10.12 to 24.10.12	PUJA VACATION			Holiday
25.10.12 to 26.10.12	Regular classes	2	2	
27.10.12	ID - UD - ZUHA			Holiday
28.10.12	Sunday			Holiday
29.10.12	LAKHMI PUJA / BEZBARUA DIVAS			Holiday
30.10.12	Regular class	1	1	Celebration of Bezbarua Divas

Date(s)	Contents	No. of T.D.	Days W.D.	Remarks
31.10.12 to 3.11.12	Regular classes	4	4	
4.11.12	Sunday			Holiday
5.11.12 to 10.11.12	Regular classes	6	6	Guardian Meeting by the Departments
11.11.12	Sunday			Holiday
12.11.12	Regular class	1	1	
13.11.12	KALI PUJA & DEWALI			Holiday
14.11.12 to 17.11.12	Regular classes	4	4	3 rd UNIT TEST for 3 rd year Major Students
18.11.12	Sunday			Holiday
19.11.12 to 22.11.12	Regular classes	4	4	H.S. 2 nd year Test Examination
23.11.12	End Semester Exam.		1	
24.11.12	LACHIT DIVAS			Holiday
25.11.12	Sunday			Holiday
26.11.12 to 27.11.12	End Semester Exam.	2	2	Regular classes for 3 rd year students
28.11.12	BIRTHDAY OF GURU NANAK			Holiday

Date(s)	Contents	No. of T.D.	Days W.D.	Remarks
29.11.12 to 1.12.12	End Semester Exam.	2	2	Regular classes for 3 rd year students
2.12.12	Asom Divas			Holiday
3.12.12 to 8.12.12	End Semester Exam.	6	6	Regular classes for 3 rd year students
9.12.12	Sunday			Holiday
10.12.12 to 15.12.12	End Semester Exam.	6	6	Regular classes for 3 rd year Students
16.12.12 to 15.1.2013	End Semester Vacation			
16.1.13 to 19.1.13	Regular classes	4	4	
20.1.13	TEACHERS' PICNIC DAY			Attendance compulsory for teaching & non- teaching staff
21.1.13 to 25.1.13	Regular classes	5	5	

Date(s)	Contents	No. of T.D.	Days W.D.	Remarks
26.1.13	REPUBLIC DAY			Holiday
27.1.13	Sunday			Holiday
28.1.13 to 30.1.13	Regular classes	3	3	
31.1.13	ME-DAM-ME-FI			Holiday
1.2.13 to 2.2.13	Regular classes	2	2	
3.2.13	Sunday			Holiday
4.2.13 to 9.2.13	Regular classes	6	6	
10.2.13	Sunday			Holiday
11.2.13 to 14.2.13	Regular classes	4	4	
15.2.13	SARASWATI PUJA			Holiday
16.2.13	Regular classes	1	1	
17.2.13	Sunday			Holiday
18.2.13 to 23.2.13	Regular classes	6	6	First Sessional Exam. for 2 nd Semester & 4 th Semester
24.2.13	Sunday			Holiday

Date(s)	Contents	No. of T.D.	Days W.D.	Remarks
25.2.13 to 2.3.13	Regular classes	6	6	
3.3.13	Sunday			Holiday
4.3.13 to 9.3.13	Regular classes	6	6	
10.3.13	Sunday			Holiday
11.3.13 to 16.3.13	Regular classes	6	6	Seminar & Group Disc. for 2 nd & 4 th Semester
17.3.13	Sunday			Holiday
18.3.13 to 23.3.13	Regular classes	6	6	
24.3.13	Sunday			Holiday
25.3.13 to 26.3.13	Regular classes	2	2	
27.3.13	HOLI (FAKUA)			Holiday
28.3.13	Regular classes	1	1	
29.3.13	GOOD FRIDAY			Holiday
30.3.13	Regular classes	1	1	
31.3.13	Sunday			Holiday

Date(s)	Contents	No. of T.D.	Days W.D.	Remarks
1.4.13 to 6.4.13	Regular classes	6	6	2 nd Sessional Exam. for 2 nd & 4 th Semester
7.4.13	Sunday			Holiday
8.4.13 to 13.4.13	Regular classes	6	6	Guardian meeting by the Departments for 2 nd & 4 th Semester
14.4.13 to 16.4.13	BOHAG Bihu			Holiday
17.4.13 to 20.4.13	Regular classes	4	4	
21.4.13	Sunday			Holiday
22.4.13 to 27.4.13	Regular classes	6	6	
28.4.13	Sunday			Holiday
29.4.13 to 30.4.13	Regular classes	2	2	
1.5.13	MAY DAY			Holiday
2.5.13 to 4.5.13	Regular classes	3	3	
5.5.13	Sunday			Holiday

Date(s)	Contents	No. of T.D.	Days W.D.	Remarks
6.5.13 to 11.5.13	Regular classes	6	6	
12.5.13	Sunday			Holiday
13.5.13 to 18.5.13	Regular class	6	6	
19.5.13	Sunday			Holiday
20.5.13 to 15.6.13	End Semester Exam. for 2 nd & 4 th Semester		23	
1.6.13	Regular class	1	1	For H.S. 2 nd year
2.6.13	Sunday			Holiday
3.6.13 to 8.6.13	Regular classes	6	6	For H.S. 2 nd year
9.6.13	Sunday			Holiday
10.6.13 to 15.6.13	Regular classes	6	6	For H.S. 2 nd year

Note : The holidays for Bir Chilarai Divas, Buddha Purnima and Madhabdev Tithi will be notified as per DU Holiday List in due course.

Vacations / Holidays are subject to last minute change.

Analysis of the Alumni Feedback Form

A sample of 100 Alumni was taken for collecting feedback about the college. Out of the total 75% of the Alumni was found to be employed in various organisations/Institutions. 20% of them are seen self employed while 5% are house wives.

The data revealed that the knowledge imparted by the college was highly relevant for procuring jobs. The certificate courses of the college were found to be very useful for self-employed.

Analysis of the feedback of Employers

A sample of 100 employers was taken for collecting feedback about the college. Out of the total it was found that 60% of the employees were found to be sincere and hardworking. Most of the employees were found co-operative in the uplift of their institution/organization.

Special mention was made by the most of the employers about the amicable and decent behaviour of the ex-students of the college.

Analysis of the feedback of Parents

A sample of 150 parents was taken for collecting feedback about the college. Out of the total 80% of the parents were found to be very satisfied with the teaching learning process as well as the infrastructure facilities of the institution.

A noteworthy suggestion provided by parents is to provide Book bank facility to the economically backward students and to include nutritious diet in the canteen menu.

Analysis of the feedback of Students

- 70% of students feel that more books should be issued by Library.
- 30% of students feel that the courses should be completed before the commencement of the second sessional examination.
- 20% of the students complain about the food provided in the canteen.
- 40% of students demand for chair in the common room.
- 15% of the students complain about cleaning of the toilets.

Best Practices-1**Title: Use of ICT in teaching and learning process****Goal:**

The goal of this practice is to make teaching-learning ambience more dynamic, interesting and students' friendly. This practice is also intended to reduce the dominance of traditional methods like chalk and talk method and bring out changes in the classroom transaction.

The Context:

Information and Communication Technology (ICT) has influenced all aspects of human life. Education is not an exception. The use of ICT in higher education is also taken very seriously now a days in all over the world. The objectives of higher education are multi dimensional in nature and for their achievement, multiple methods should be used in an integrated way. It is a well known fact that not a single teacher is capable of giving upto date and complete information in his own subject. The ICT can fill this gap because it can provide access to different sources of information. ICT provides online interaction facility in which students and teachers can exchange their ideas and views, and get clarification on any topic from different experts, practitioners etc. ICT acts as a vehicle for creating active learning experiences. ICT is changing the structures of educational organizations. New resources, new services and new practices are developing and these innovations are more effective than previous methods. Especially computer can be used as a tool by the classroom teacher for course preparation, learner and resource management, record keeping and teaching method etc.

The Practice:

This ongoing practice was taken out at the meeting of Innovations and best practices of IQAC with the respective IQAC Coordinator keeping in view the changing teaching ambience and demand of technology. Accordingly, it was decided and the responsibility was entrusted to the Innovative Practices Cell for turning it into action. The cell requested the head of the concerned departments and faculty members to use judiciously the ICT aids like Laptop, Mobile, Power Point Presentation in classroom teaching in addition to the traditional methods like lecture method.

Evidence of Success:

This practice brings out a positive change in the classroom teaching. Most of the teachers use laptop and slide presentation in regard to deliberation of their teaching course contents. The students are highly satisfied and they are able to capture their knowledge precisely. The process of transmitting and receiving information and knowledge becomes easy, clear and fast. It reduce the wastage of time and energy on the part of both teachers and students counterpart.

Problems Encountered and Resource Required:

We are not yet free from the problems in regard to effective implementation and continuation of this practice. Some teachers are reluctant to adopt ICT aids in classroom transaction and break the regularity. Some teachers are not well conversant of computer operation and power point presentation. There are also limitations in our college in respect of providing full support and ICT facilities in the classroom environment. The ICT infrastructure facilities are required to be developed and upgraded for the same.

Best Practices-2

Title- Regularly invites academicians of National International repute to deliver talk on relevant Issues.

The Goal

The goal of this practice is to make teaching-learning interesting. This practice also helps the students to upgrade their knowledge and to make them familiar with the current affairs.

The Context

The practice is followed to introduce the students with the academicians having national and international repute so that they can experience the teaching method, method of delivery of speech and the expertise of the academicians. The students will get the opportunity to personally communicate with the eminent personalities, upgrade their knowledge and clear any query on the relevant field. This will again help the students to redefine their goal, career and also to familiarize themselves with the burning issues of the present day world.

The practice

The idea of inviting academician of national and international repute was evolved in a meeting of the IQAC of the college. The best practice cell of the IQAC has been assigned the task to identify the burning issues and there by design the course of action.

Problems encounter and resource required

The practice faces certain problems. Due to hectic semester schedule students are very much anxious to complete their course work and works arising out of internal assessment. Therefore fixing a talk in slack period and having the appointment of the reputed busy academician seem to be a difficult task. It is also found that some students find some programme as time consuming and think that such programme are not beneficial and will not help to obtain marks in the examination and so they do not wish to participate in such programmes.