

Annual Quality Assurance Report (2013-2014)

**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

I. 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:

iqacdcb55@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/AQAR2013-14.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*)

2013-14

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

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

ii. AQAR 2013-14 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 course-

- Fashion Designing
- Journalism and Mass Communication
- Spoken English
- Skin and Hair care
- Front office management

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

NO

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	2
Non-Teaching Staff	Students	1	Alumni	1
			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	-
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(ii) Themes

Nil

2.14 Significant Activities and contributions made by IQAC

- Involvement in the preparation of academic calendar and class routine of the college.
- Up- gradation of the college website.
- Regular collection and analysis of feedback from students, alumni, employers and parents are done.
- Suggestion offered for the celebration of Children's day, International Women's day, International literacy day and International environment day
- Provided suggestion for renovation and modification of Computer Laboratory.
- Suggestion offered for repair and construction of footpath in the college campus.
- Publishes International Multidisciplinary research Journal annually.
- Prepares format and keeps records of course plan, teachers profile and departmental activities for the academic session.

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. Proposal was taken to install modern equipments in the smart room.	New technological equipments have been purchased.
b. Proposal for PG course was made.	The proposal for opening MA classes in Botany has been sent to Dibrugarh University.
c. Up-gradation of Library.	New softwares installed in the library
d. Personality development programmes to be under taken.	The Career Counselling Cell and the NSS wing of the college took several programmes for personality development.
e. To provide strong Career guidance and make counselling cell more dynamic.	Placement cell has been attached with the counselling cell.
f. Construction of new science laboratory and classroom.	Constructed 2 new science laboratories and classroom.
g. Proposals sent to NERO (UGC) to organise National seminar.	National seminar on Rural Tourism was organised.
h. National workshop to be organized in due course.	Organised 2 State level Workshop.
i. Proposals for minor research project submitted after scrutinization.	Four numbers of teachers of the college are pursuing Minor Research Projects.

j. Several extension activities and community development programmes initiated.	Self-employment programme, skill development programme are organised by Women's Studies Cell, NSS , Career Counselling cell and various departments of the college. Science forum arranged science popularization programme.
k. Free health check-up programme arranged for the students of the college.	Department of Zoology in collaboration with Lions Club of Jorhat arranged health check up programme.
l. Special importance given for the use of ICT.	Teachers are encouraged to use power point presentation and smart rooms to facilitate teaching.
m. Regular remedial teaching, Guidance and counselling provided to the students.	Students are seem to be interested in the participation of various programme.

** Attach the Academic Calendar of the year as Annexure. -II*

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 2013-14 was placed in the meeting of the management committee of the college.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	-	-	-	-
UG	2	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	10	2	-	-
Others	-	-	-	-
Total	12	2 (new)+4 (existing programme are running)	-	-
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	5 (certificate course)

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

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

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

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

Syllabus and regulation of the courses are revised by the University

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

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
68	20+5(vacant)	43	-	-

2.2 No. of permanent faculty with Ph.D.

28

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
-	05	-	-	-	-	-	-	-	05

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest faculty- 4

-

Temporary faculty- 8

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	1	-
Presented papers	4	18	-
Resource Persons	2	-	8

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

- Remedial classes are organised for the academically weak and backward students.
- The faculty member of the college arranged group discussion, seminar, and interaction on regular basis.
- Use of smart rooms for teaching
- Use of PPT & poster presentation in the seminar by students.
- Students as tutor programme have been carried on.
- Inter-college faculty exchange programme have been implemented.
- Field works and excursion are held regularly to appraise the students with the practical aspect of the course.

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,

- | |
|--|
| <ul style="list-style-type: none"> • On the spot evaluation after completion of each topic. • Open-book examination system was conducted on an experimental basis. |
|--|

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

		1
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2.10 Average percentage of attendance of students

86%

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- 272	-	52.95%	22%	8%	84.19%
	General- 113	-	0.88%	45%	40%	86%
B.Sc. 6 th Semester	Major – 49	-	92%	2%	-	94%
	General -	-	-	-	-	-

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

The IQAC of the college takes initiative in the preparation of Prospectus, Academic Calendar, Class Routine, Sessional Examinations etc. Moreover it discusses the results of the students, checks the students attendance and monitors the Students Union Election etc. It displays academic information on the notice board. The IQAC encourages the teachers and students in writing research paper for research journals, to attend refresher courses, orientation programmes. For the active participation of the students as well as the teachers in various activities the IQAC adapts measures from time to time. It organises different type of national level, state level and institution level workshops, seminars, guest lecture programme in the college. The cell also motivates and encourages the teachers of the college for pursuing M.Phil/Ph.D. degrees.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	5
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	2
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	7
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	19	2	-	2
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 likewise the students prepare field reports. Students seminar and group discussion are organized in 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	2.76 lakh	-
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	9	9	4
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	1	-

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	2013-14	UGC	2.85 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	-	-	2.85 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	-	1	-	-	-
Sponsoring agencies	-	UGC	-	-	-

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 : 2.76 lakh

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
2	-	1	-	-	-	1

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level	-	State level	-
National level	4	International level	10

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	10
NCC	-	NSS	6
		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	• Departmental Wall Magazine and Journal are released on regular basis. • Organised field study on 13/03/2014 to Teok kaliapani Aouni Ati Satra, a heritage of satra institution of Neo-vaisnavite. • Field study to Namphake,Dibrugarh to study language and culture of the Tai-Phake community of Assam.on 12/2/2014. • A field study was arranged to Jonai and Pasighat to study language and culture of Mising and Adi tribes of Assam and Arunachal on 22/2/2014.

	Dr. Aditi Bezbarua delivered a lecture on Assamese Science Literature on 25/03/14  যোৰহাটৰ প্ৰতিবেদক, ২ এপ্ৰিল : দেবীচৰণ বৰুৱা ছাত্ৰী মহাবিদ্যালয়ৰ অসমীয়া বিভাগৰ উদ্যোগত ২৫ মাৰ্চত অসমীয়া বিজ্ঞান সাহিত্য বিষয়ক এলানি বক্তৃতানুষ্ঠান অনুষ্ঠিত হয়। অধ্যাপক ড° ৰঞ্জন ভট্টাচাৰ্যই আঁত ধৰা অনুষ্ঠানত মুখ্য বক্তা ৰূপে যোৰহাট অভিযান্ত্ৰিক মহাবিদ্যালয়ৰ পদাৰ্থ বিজ্ঞানৰ মুৰব্বী অধ্যাপিকা ড° অদিতি বেজবৰুৱাই অংশ গ্ৰহণ কৰি অসমীয়া বিজ্ঞান সাহিত্যৰ ক্ৰমবিকাশৰ বিভিন্ন স্তৰবোৰক তত্ত্বপূৰ্ণভাৱে তথ্যসহ বিৱৰি কয়। ড° বেজবৰুৱাই অসমীয়া বিজ্ঞান সাহিত্যৰ গতি-প্ৰকৃতি আৰু ভিন্ন ভিন্ন দিশবোৰকো সামৰি ছাত্ৰীসকলক আপুত কৰে। ছাত্ৰীসকলৰ অসমীয়া বিজ্ঞান সাহিত্য বিষয়ক প্ৰশ্নবোৰৰো উত্তৰ ড° বেজবৰুৱাই দিয়ে।
Bengali	- Departmental wall magazine released, seminar and group discussion are arranged on regular basis - Organised Guest lecture Programme on March, 2014.
Botany	- Educational tour to Medicinal garden of Dr. Gunaram Khanikar and visited “The National History Museum” of late Robin Banerjee at Golaghat 22/03/2014. - Organised project work on “Eco- Consciousness” among students, on March 2014. - Guest lecture programme was arranged on 2nd and 3rd April, 2014

- Awareness Program on Conservation of Medicinal plants at Gitarthi High School was held on 11th April' 2014



Chemistry

- Dr. Dilip Bora, faculty member of the department of Chemistry was awarded certificate of appreciation for his patent.
- A faculty member of the department Received Grant of patent.

Education

- Arranged IPP rally cum awareness programme on 18/1/2014



- Arranged Group Discussion
- Arranged Seminar Paper Presentation
- Arranged Remedial classes for academically weak students
- Wall Magazine released
- Released Departmental Journal
- Micro and Macro teaching organised
- Arranged Health check programme on 6/2/2014
- Awareness programme on HIV/AIDS on 5th March, 2014



- Arranged Regular basis Teacher Exchange Programme

- Organized World Literacy Day on 8th September , 2013



Economics

- The department organized a two day national seminar on Rural Tourism in Assam: Problems and Prospects” on 27th and 28th of September, 2013. The seminar was inaugurated by the then Deputy Commissioner of Jorhat, Sri Solanki Vishal Vasant. The resource persons of the seminar were Sri SB Medhi, retired IAS officer, Mr R.K. Behera, Dean (ARTS) Patkai Christian Autonomous College, Mr. Ranu Barua and Mrs. Shanta Sharma.



- Released Departmental wall magazine and Journal,



- Arranged Regular basis Guardian meeting..
- One week educational tour was conducted by the department with the students of 6th semester to Sikkim from 3rd April 2014 to 8th April 2014.



English

- Departmental wall magazine has been released.
- Organised Parents Meet.
- Interaction with the student members of “Young Farmers Association”, on November, 2013
- Organised Welcome desk,

- Organised a Lecture programme on need of saving and investment on 28th August, 2013



- Certificate course on Spoken English has been conducted.



- Medical camp organised on 27th August, 2013



Philosophy

- Sessional examination, group discussion, seminar paper presentation etc. are organised on regular basis.

Geography	- Organised Excursion to Shillong, Meghalaya on 4th - 9th March, 2014. - Arranged Field study and prepare field report
History	- Freshmen social and farewell programme are conducted regularly. - Departmental wall magazine and news letter.
Political science	- Departmental wall magazine and Journal released. - Organised awareness programme on “The Rights of Child at Da- Goan Anath Ashram” on 19/09/2013 - Gandhi Jayanti celebrated.
Physics	- Organised Guest lecture programme on 3/9/2013 by Dr. Saurab Baruah, NEIST. - Arranged Educational tour to Kaziranga University on 7/3/2014.

Mathematics	- Organised Two day National Seminar on “ Mathematics-its interdisciplinary Approaches in Modern Curriculum” in the collaboration with DCB Girls’ High school, Jorhat on 30th & 31st August,2013  - Arranged faculty exchange programme in which Chanchal Boruah , Asstt. Professor , JIST on 9th,10th and 11th January,2014 was invited. - Observation of National Science Day in our College on 28/2/2014. - Classes taken at Borbheta High School in collaboration with Science forum on 22nd,23rd , &24th May, 2014.
Sanskrit	- Organised Guest lecture programme. - Teacher exchanged programme was conducted.

- Blood grouping testing camp in collaboration with Red Ribbon Club, Assam was held on 28/3/2014



- Arranged Blood donation programme on date 29/2/2014



- Arranged study tour to Nimatighat on 1/10/2013



Women's studies cell

- Observed Diabetes Awareness Camp,
- Celebrated Children's Day, on 14/11/2013 in the adopted village of the college.



- Observed International Women's Day in the adopted village (Neol goan) on 8/3/2014.



- Awareness Programme on Food & Nutrition and Health Check up on 8th March, 2014 at Neol Gaon (Adopted Village of our College, Jorhat).





National
Service
Scheme
(NSS)

- Arranged Cleaning Programme at College Campus on 3rd October, 2013 in D.C.B. Girls' College and Neighbouring Area



- IPPI(Intensified Pulse Polio Immunization) Rally Cum Awareness Programme was conducted in collaboration with Joint Director of Health, Jorhat District on 18th January,2014.



- Health Check-up Cum Awareness and Blood Grouping Test Camp were conducted on 6th February, 2014 at Jorhat Blind and Deaf School.



- Awareness Programme on HIV/AIDS at Sarbodaya College, Malow Pathar, Jorhat held on 5th March, 2014.



	 - Participated in a rally on adult franchise in collaboration with District administration of Jorhat on 4/4/2014  - Observed World Health day on 7/4/2014 - Observed International Earth day on 22/04/2014 - Celebrated World Red Cross day on 8/5/2014 - Observed World Anti Tobacco day on 31/5/2014
Science forum	- Observed “Mother and Child Welfare Camp” on 14/12/2013 in Kothal Guri Tea Estate among labour families. - Observation of National Science Day on 28/02/2014 in our College
National Cadets Crops	4 numbers of NCC cadets of our college participated in National Camp held in the different part of the country.

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	2	Govt.	38
Laboratories	9	2	Govt.	11
Seminar Halls	1	1	Govt.	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.	2	-	-	2
ICT	-	1	Govt.	1

4.2 Computerization of administration and library

- Software for university library (SOUL) is based on requirements of college and university libraries. D.C.B. Girls' college library is partially computerised.
- All Book keeping activities including cataloguing, accessioning and circulation have been computerised. OPAC is available for students and teachers.
- Internet with LAN and Wi-Fi is Available.
- Administration and Library of the college are almost computerised.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	24676	-	383	90000/-	25059	-
Reference Books	983	-	31	1500/- 7000/- (Gift)	1014	-
e-Books	97000	N list	97000	N list	194000	-
Journals	J=8 M=8	14000/-	J=8 M=8	14000/-	J=16, M=16	28,000
e-Journals	6000	N list	6000/-	N list	12000	N list
Digital Database	-	-	-		-	-
CD & Video	-	-	-		-	-
Others (specify)	CCTV, Manuscri -pts-6	-	Manuscri pts – 6	-	Manuscrip ts – 12	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	77	2	10	1	1	0	1	-
Added	0	0	0	0	0	0	0	-
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 training programme is provided among the teaching and non teaching staff.
- Computer teacher organised training programme for the teachers on the uses of smart rooms in teaching -learning, PPT presentation etc.
- Wi-fi facilities are being provided.
- Seminar hall has been digitalised.
- Library has been upgraded.

4.6 Amount spent on maintenance in lakhs :

i) ICT	4.57
ii) Campus Infrastructure and facilities	17.63
iii) Equipments	1.14
iv) Others	.40
Total :	23.76

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.
- Creates awareness about students' aid funds for poor students.
- Importance of the different certificate courses of the college are informed to the students.
- Grievance Redressal cell helps the students as required.
- Workshops and talks are organised for placement and to face interview.

5.2 Efforts made by the institution for tracking the progression

Following efforts are made by the college for tracking progression

- Regular feed back from alumni are maintained.
- Employers feed back are collected regularly.
- Alumni meets are conducted by the college and the individual departments regularly.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1451	--	--	--

(b) No. of students outside the state

02

(c) No. of international students

00

Men	No	%
	-	-

Women

No	%
1451	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
992	70	67	462		1591	755	84	83	529	-	1451

Demand ratio 1.22

Dropout % 1.25

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
- Details of recruitment and information about admission are being displayed.

No of students' beneficiaries

More than 400

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

Need based counselling is regularly provided to the students of the college.

No. of students benefited

300

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
-	-	-	-

5.8 Details of gender sensitization programmes

- Human Right Day is being organised regularly.
- Women's Studies Cell of the college periodically organises talk on women rights.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	66	92,700/-
Financial support from government	SC-45	2,38,360/-
	ST-24	76150/-
	OBC-120	3,77,340/-
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

Grievances	Grievance Redressed
1) Clogging of rain water in the college campus. 2) Insufficient Class rooms.	1) The problem was solved by constructing proper drainage system and concrete footpath around the pond. 2) Assured to solve the problem in future

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 and office of the college keep records of the student's admission, internal examination and result, students' attendance etc and display 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 Dibrugarh University. Some of the teachers of the college are the members of the Board of studies of the university.

6.3.2 Teaching and Learning

- Organised Guest lecture programme.
- Arranged teaching by alumni.
- Organised Micro and macro teaching.
- Teacher exchange programmes are conducted by the departments of the college.
- Students as tutor programmes are done.
- Seminar, group discussion, Field study and report writing are conducted.
- Course plan are prepared.
- Training on Report Writing is done.

6.3.3 Examination and Evaluation

- College conducts two internal sessional examinations, group discussion, seminar paper presentation, practical examination in each semester. Continuous evaluation is done by the respective departments of the college.
- The students who are not able to attend the sessional examination in the fixed scheduled routine of examination for some important causes are given opportunities to re-appear.
- Answer scripts of the meritorious students are displayed in the class for giving impetus to the weak students.

6.3.4 Research and Development

- Duty leave is generated to the teachers of college for the participation in different academic activities.
- Organises Seminars and publishes research Journals.
- Encourages the teachers for Minor and Major research project.
- Research cell looks into the research proposals of the teachers.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library has been upgraded.
- CCTV facilities have been installed.
- Separate reading rooms for teachers and students are provided.
- Construction of new rooms and laboratories.

6.3.6 Human Resource Management

- To encourage the teachers to participate in RC/OP/STC/Workshop etc.
- College Employees Saving Committee and Teachers unit provide financial assistance for the teaching and non teaching staff of the college (if required).
- Financial aid provided to poor students of the college.
- Faculty development programmes are conducted.
- Periodical computer training is provided to teaching and non teaching staff of the college.

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 and non-teaching staff are appointed in merit basis by the Principal, Governing Body of the college and Head of the Department.
- Permanent non teaching members are appointed according to rules of government of Assam.

6.3.8 Industry Interaction / Collaboration

The department of Economics collaborated with Ayojan , an NGO to organise a national level seminar on “Rural Tourism in Assam: Problems and Prospects”.

6.3.9 Admission of Students

According to merit of the students in pursuance of reservation policy 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 facilities, scholarship for SC/ST/OBC, Memorial scholarships etc

6.5 Total corpus fund generated

75, 50600/-

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?

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 association participates in the development programme of the college,
- Alumni from different parts of the country and from the abroad interact with the teachers and students of the college.
- Alumni meetings are held once in a year.
- The contribution of Alumni is being utilised to provide scholarships to the meritorious students.

6.12 Activities and support from the Parent – Teacher Association

- Feed back from parents are regularly collected and analysed for further improvement of the students and teaching.
- Parent- Teacher meetings are organised by the various department of the college once in a year.
- Parents' suggestion and guidance are recorded and implemented accordingly.

6.13 Development programmes for support staff

- Office staff play vital role in the smooth functioning of the college administration and they are given ICT based training twice in a year.
- Office of the college is computerized for smooth functioning.
- For developing team spirit and sportsman spirit, the college regularly arranges friendly sports among the students, teachers and non teaching staff.
- Yoga and Meditation classes are held for staff.
- Training on accounts keeping and auditing is also periodically done.

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

- Pure drinking water facilities are provided.
- Dustbins are regularly cleaned for maintenance of cleanliness of the college.
- An eco-friendly pond is maintained in the college.
- NSS wing of the college maintains cleanliness of the college regularly.
- Plantation and awareness programme are conducted by Science Forum of the college.
- Any student found involved in disruption of maintaining the eco friendly environment of the college is penalised.

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. For maintaining transparency, the entire admission process is displayed through LCD projector.
2. Faculty exchange programme are organised on regular basis.
3. Student as tutor programmes are arranged.
4. Monitoring of students by the respective departments are done.
5. Guidance provided to students on writing and presentation of seminar papers at regional/national/ international level.
6. Arranges Micro and macro teaching
7. Use of ICT in teaching and learning process
8. Share study materials with students.
9. The college campus is made tobacco free.
10. The “Thought For the Day” is displayed regularly to boost morality among the students.

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

- Departmental wall magazines and Journals are released.
- Organised awareness programme.
- Arranged Aids awareness programme.
- Celebration of Gandhi Jayanti.
- Arranged Seminar and group discussions.
- Organised Guardian meeting
- Field trips organised.
- Arranges Parents meet.
- Interaction with the student members of “Young Farmers Association”,
- Organised Programme on communicative skills of the vernacular medium students.
- Certificate course on Spoken English,
- Medical camp arranged.
- Observed Diabetes Awareness Camp,
- Celebrated Children’s Day,
- Observed International Women’s Day in the adopted village (Neol goan)
- Conducted Sessional Examinations.
- Remedial classes for academically weak students are arranged.
- Micro and Macro teaching
- Skill development programme is organised.
- Student as a Tutor is organised.
- Organised national seminar on “Rural tourism in Assam: Problems and prospects”.

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

- Regular display of “Thought for the Day”.
- “Student as tutor Programme”.

****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 Environmental day.
- Awareness programme on Cleanliness is arranged.
- Eco Cell regularly conducts various environmental 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.

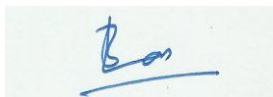
Threats :

- 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 extension activities.
- Digitalization of the College Library.
- To send Proposal to Dibrugarh University to start PG courses.

Name- DR.SUBHASH CHANDRA DAS



Signature of the Coordinator, IQAC

Name- DR. JINAMONI BHUYAN



Signature of the Chairperson, IQAC

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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

2013 - 2014



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.	
11.8.13	Sunday			Holiday
12.8.13 to 13.8.13	Regular classes	2	2	
14.8.13	FRESHER'S SOCIAL		1	Attendance Compulsory
15.8.13	INDEPENDANCE DAY			Holiday
16.8.13 to 17.8.13	Regular classes	2	2	
18.8.13	Sunday			Holiday
19.8.13 to 24.8.13	Regular classes	6	6	
25.8.13	SUNDAY & TITHI OF SRI SRI MADHAVDEVA			Holiday
26.8.13 to 27.8.13	First Sessional Exam. for 1 st , 3 rd and 5 th Semester	2	2	
28.8.13	JANMASTAMI			Holiday
29.8.13 to 31.8.13	First Sessional Exam. for 1 st , 3 rd and 5 th Semester	3	3	
1.9.13	Sunday			Holiday

6

Academic Calendar

ACADEMIC CALENDAR

2013 - 2014

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

Date(s)	Contents	No. of Days		Remarks
		T.D.	W.D.	
16.7.13 to 20.7.13	Regular classes	5	5	Class wise Orientation Programme
21.7.13	Sunday			Holiday
22.7.13 to 27.7.13	Regular classes	6	6	
28.7.13	Sunday			Holiday
29.7.13 to 31.7.13	Regular classes	3	3	
1.8.13	College Foundation Day	1	1	Attendance Compulsory
2.8.13 to 3.8.13	Regular classes	2	2	
4.8.13	Sunday			Holiday
5.8.13 to 8.8.13	Regular classes	4	4	
9.8.13	ID-UL-FITRE			Holiday
10.8.13	Regular classes	1	1	

8

Academic Calendar

Date(s)	Contents	No. of Days		Remarks
		T.D.	W.D.	
2.9.13 to 6.9.13	Regular classes	5	5	
7.9.13	TITHI OF SRI SRI SANKARDEVA			Holiday
8.9.13	Sunday			Holiday
9.9.13 to 13.9.13	Regular classes	5	5	
14.9.13	STUDENTS' UNION ELECTION		1	Attendance Compulsory
15.9.13	Sunday			Holiday
16.9.13 to 21.9.13	Regular classes	6	6	Unit Test for H.S. 1 st & 2 nd Year
22.9.13	Sunday			Holiday
23.9.13 to 28.9.13	Regular classes	6	6	Seminar & Group Discussion for 1 st , 3 rd and 5 th Semester
29.9.13	Sunday			Holiday
30.9.13 to 1.10.13	Regular classes	2	2	

Date(s)	Contents	No. of Days		Remarks
		T.D.	W.D.	
2.10.13	GANDHI JAYANTI			Holiday
3.10.13				

Date(s)	Contents	No. of Days		Remarks
		T.D.	W.D.	
19.1.14	Sunday			Holiday
20.1.14 to 25.1.14	Regular classes	6	6	
26.1.14	Sunday and REPUBLIC DAY			Holiday
27.1.14 to 30.1.14	Regular classes	4	4	
31.1.14	ME-DAM-ME-FI			Holiday
1.2.14	Regular classes	1	1	
2.2.14	Sunday			Holiday
3.2.14	Regular classes	1	1	
4.2.14	SARASWATI PUJA			Holiday
5.2.14 to 8.2.14	Regular classes	4	4	
9.2.14	Sunday			Holiday
10.2.14 to 13.2.14	Regular classes	4	4	

Date(s)	Contents	No. of Days		Remarks
		T.D.	W.D.	
23.3.14	Sunday			Holiday
24.3.14 to 29.3.14	Regular classes	6	6	
30.3.14	Sunday			Holiday
31.3.14 to 5.4.14	Regular classes	6	6	
6.4.14	Sunday			Holiday
7.4.14 to 12.4.14	Regular classes	6	6	GROUP DISCUSSION & SEMINAR FOR 2 nd , 4 th and 6 th SEMESTER
13.4.14	Sunday			Holiday
14.4.14 to 16.4.14	BOHAG BIHU			Holiday
17.4.14	Regular classes	1	1	
18.4.14	GOOD FRIDAY			Holiday
19.4.14	Regular classes	1	1	
20.4.14	Sunday			Holiday
21.4.14 to 26.4.14	Regular classes	6	6	2 nd SESSIONAL EXAM for 2 nd , 4 th and 6 th SEMESTER
27.4.14	Sunday			Holiday

Date(s)	Contents	No. of Days		Remarks
		T.D.	W.D.	
28.10.13 to 1.11.13	Regular classes	5	5	

Date(s)	Contents	No. of Days		Remarks
		T.D.	W.D.	
15.2.14	Regular classes	1	1	
16.2.14	Sunday			Holiday
17.2.14 to 22.2.14	Regular classes	6	6	
23.2.14	Sunday			Holiday
24.2.14 to 26.2.14	Regular classes	3	3	
27.2.14	SHIVA RATRI			Holiday
28.2.14 to 1.3.14	Regular classes	2	2	1 st Sessional Exam. for 2 nd , 4 th & 6 th Semester
2.3.14	Sunday			Holiday
3.3.14 to 8.3.14	Regular classes	6	6	1 st Sessional Exam. for 2 nd , 4 th & 6 th Semester
9.3.14	Sunday			Holiday
10.3.14 to 15.3.14	Regular classes	6	6	
16.3.14	Sunday and Dol Jatra (FAKUA)			Holiday

Date(s)	Contents	No. of Days		Remarks
		T.D.	W.D.	
28.4.14 to 30.4.14	Regular classes	3	3	
1.5.14	MAY DAY			Holiday
2.5.14 to 3.5.14	Regular classes	2	2	
4.5.14	Sunday			Holiday
5.5.14 to 10.5.14	Regular classes	6	6	
11.5.14 to 19.5.14	STUDY LEAVE for 2 nd , 4 th and 6 th SEMESTER STUDENTS		9	Regular classes for H.S. 2 nd Yr.
20.5.14 to 15.6.14	END SEMESTER EXAMINATION FOR EVEN SEMESTERS		22	Regular classes for H.S. 2 nd Yr.
16.6.14 to 15.7.14	SEMESTER END VACATION			Holiday

Note: Vacations / Holidays are subjected to last minute change.

FOR ANY QUERIES AND ACADEMIC PROBLEMS CONTACT :
COORDINATOR, IQAC.

III

Analysis of the feedback of Alumni

A sample of 100 Alumni was taken for collecting feedback about the college. Out of the total 70% of the Alumni was found to be employed in various organisations/Institutions, 15% of them are seen self-employed while 15% are housewives.

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-employment.

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 70% 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 90% 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

- 60% of students gave their responses that more books should be issued by Library.
- 20% of students feel that the courses should be completed before the commencement of the second sessional examination.
- 15% of the students complain about the food provided in the canteen.
- 50% of students demand for chair in the common room.
- 10% of the students complain about cleaning of the toilets.

Best practices-1

Title – Regular display of “Thought for the Day”

Goal

The college always preaches the students to imbibe good moral and quality. As a part of this endeavour, the college displays “Thought for the Day” in the notice board.

The content

This practice is followed to imbibe ethical knowledge upon the students. The present generation of students are exposed to various outlets like internet, mobile etc. which may mislead them. The display of “Thought for the Day” is an effect to teach the students on moral and ethical values. As the students are also involved in writing these thought, a healthy culture is developed among them to go through the good thoughts.

The Practice

The idea about this practice was evolved in a meeting of the IQAC. The innovative and best practices criterion was given the responsibilities of displaying the “Thought for the day”. They were instructed to involve the students in following this practice.

The practice faces certain constraints as the students who are given the responsibility fail to perform their duties sometimes. Moreover during the examination time, they fail to do so.

Problems encountered and resource required

It is also found that some students find it irrelevant and they do not like to participate in such programmes.

Evidence of success

As it is a qualitative tool to develop moral value, it is difficult to assess the success of the practice. Still, from the point of view of participation of the students it can be attributed to be successful. It also strengthens the vocabulary and writing skill of the students. Visitors to the college always appreciate this practice. The outgoing students also invariably mention about this practice which help them to be a responsible citizen in future.

Best practices-2

Title: Student as Tutor

Goal

The practice is followed to encourage the students to study thoroughly the lessons and practice it among their juniors. This will also help to create an environment of competition among the students. The student as tutor will learn to study every aspect of the lessons and also to deliver speech and teach their juniors.

The context

The students who excel in final semester examinations are given the opportunities to take the classes of the juniors of the same department.

The practice

The idea of practising students as tutor programme was evolved in a meeting of IQAC with Innovation and Best practices cell. The criterion is assigned the task to disseminate the idea among the head of the departments of the college and take the necessary step thereto. The different departments of the college organises students as tutor programme in regular basis in the college. Outstanding students of the classes are asked to prepare a lesson for teaching in the class.

Evidence of success

This practice encourages the students to excel academically to become role model for the future batches. Moreover, the students get to know the skill and the art of writing in examinations.

Problems encountered and resource required

The practice faces certain problems. Since the students have to prepare themselves for the class thoroughly, they may show their reluctance to accept the task. Moreover the juniors sometimes do not wish to participate in that class. It is also found that occasionally the student tutor feels nervous in their teaching.

