

Annual Quality Assurance Report (2014-2015)

**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, Pin-785001

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:

9435092144

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/AQAR2014-15.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)

2014-15

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
- iii. AQAR 2014-15 submitted to NAAC on 28/06/2018

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
- Performing Art

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

2.14 Significant Activities and contributions made by IQAC

- Observed International Women's Day.
- Organised International literacy Day.
- Observed International Environment Day.
- Organised seminars and workshops.
- Made suggestion for renovation and modification of computer laboratory.
- Published international multidisciplinary annual research Journal.
- Involved in the preparation of college academic calendar.
- Provided suggestion for up to date of college websites.
- Provided suggestion to organise departmental activities.
- Students' feedback, Alumni feedback, Employer's feedback and parents feed back are collected regularly.
- Prepare format and keep 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 sent to Dibrugarh University for opening computer science Department.	Dibrugarh university has approved the proposal and gave permission for opening computer science department.
b. Faculty exchange programme to be continued.	The departments of History, Mathematics and Education conducted faculty exchange programme.
c. Science forum will arrange extension programme on the subjects of Mathematics and Science in neighbouring school.	Teachers of the science forum took classes in DCB girls' High school and Borbheta High school.
d. Progress of minor research project	Nine teachers of the college are doing Minor Research Project

e. Extension activities and community development programmes will be initiated by the women's studies cell and different departments of the college.	Awareness programme, Socio- economic survey, self employment programme and Job opportunities were organised by the women's studies cell, department of Education and career and counselling cell of the college. Science forum of the college arranged science popularization programme.
f. Free Health check-up and blood grouping programme will be arranged for the students of the college.	Department of Zoology in collaboration with Lions Club of Jorhat arranged health check up and blood grouping programme.
g. Set up Semester monitoring cell to study the merits and demerits of the implementation of the semester system in the UG level.	Students and teachers of the college have been acquainted with the semester system.
h. Admission committee and Examination control committee are formed.	Admission and examination are conducted smoothly by the committees.
i. Remedial teaching will be provided regularly.	Remedial classes have been arranged by the departments.
j. To organise workshop on demonetisation and GST.	The workshop enhanced the students and teachers on the knowledge of the demonetisation and GST.

** 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 2014-15 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	1	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	6	1	-	-
Others	-	-	-	-
Total	10	2	-	-
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	7 (certificate course)

1.3 Feedback from stakeholders*

(On all aspects)

Alumni ☒ Parents ☒ Employers ☒ Students ☒

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 are revised by the University

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

Yes. Computer Science department has been introduced in the college.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
68	22+10 (vacant)	36	-	

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
-	10	-	-	-	-	-	-	-	10

2.4 No. of Guest and Visiting faculty and Temporary faculty

		6
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	8	-
Presented papers	-	34	-
Resource Persons	-	-	-

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

- Remedial classes were organised for the academically weak and backward students.
- The faculty members of the college arranged group discussion, seminar, and interaction on regular basis.
- Use of smart rooms for teaching has been made a practice.
- Use of PPT & poster presentation in seminars by students.
- Students as tutor programme were arranged.
- Inter-college faculty exchange programme were organised.
- “Earn while you learn” programme was adopted. (Department of Zoology introduced it by vermicompost production).
- Life skill development programmes to motivate the students were conducted (Yoga)

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.
- b. Open-book examination system was conducted on an experimental basis.
- c. Two sessional examinations are held per semester.
- d. Answers scripts of internal examination are interchanged among the students and they are given responsibility of evaluation.

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 student

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- 358	-	42.22%	25.58%	12.36%	80.16%
	General - 70	-	5.71%	62%	14.29%	82.%
B.Sc. 6 th Semester	Major- 75	2.66%	82.66%	1.34%	-	86.66%
	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 organises different types of state level and institution level workshops, seminars, guest lecture programmes in the college. IQAC of the college motivates and encourages the teachers of the college for pursuing M.Phil/Ph.D. degrees. IQAC with the help of convenors 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 examinations are regularly monitored by IQAC. It analyses the students' final results, looks into the students' attendance, student union election etc. IQAC puts information on the notice board for participation and presentation of seminar papers in the different types of seminars, workshop etc. It encourages to write research paper in the research journals, to attend refresher course, orientation programme conducted by UGC.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	04
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	3
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
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	-	5
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 of the college. The cell provides information (display the information on the notice board) and encourages the faculty members for Major research project, Minor research project, publish research article in reputed national and international journals etc. The IQAC publishes a multi disciplinary international journal with ISSN in every year. Various departments of the college organize field study for Students and the students prepare field report. Students seminars and group discussions are organized on regular basis. These types of activities promotes research interest among the students. IQAC encourages the faculty members in pursuing higher studies.

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	-	9	-	-
Outlay in Rs. Lakhs	-	-	1916000/-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	8	21	1
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	2	UGC	1916000/-	1916000/-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	1916000/-	1916000/-

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	-	1
Sponsoring agencies	-	-	-	-	-

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

16

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 :

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

2

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	100
National level	-	International level	-

3.22 No. of students participated in NCC events:

University level	-	State level	10
National level	11	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	8	
NCC	-	NSS	10	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	- Observed 150 Years of Lakhinath Bezbaruah birth Day on 26/09/2014 Sri Chandicharan Goswami delivered a lecture on the occasion. - Arranged Guest lecture programme on “Creative Literature and We” by Atanu Bhattacharyya on 21/1/2015 - Organised field study on 22/2/2015 to the Lam Chapori , Golaghat to study language and culture of Mising people.. - Arranged Career guidance among the students on 24/3/15.

	- Organised Guest lecture programme on 25/2/2015 on the topic “Assamese Science Literature” . - Dr. Dilip Barua delivered a lecture on Modern Assamese Poetry on 11th August, 2015  - Released Departmental wall magazine and Journal.
Bengali	- Departmental wall magazine released. - Guest lecture, guardian meeting are arranged - Organised group discussion and students seminar in regular basis.
Botany	Arranged Micro Teaching programme on 12th and 13th August, 2014. 

- Organised micro teaching programme amongst the students of class IX and X at Nam deuri H.S. School on 30/1/2015.

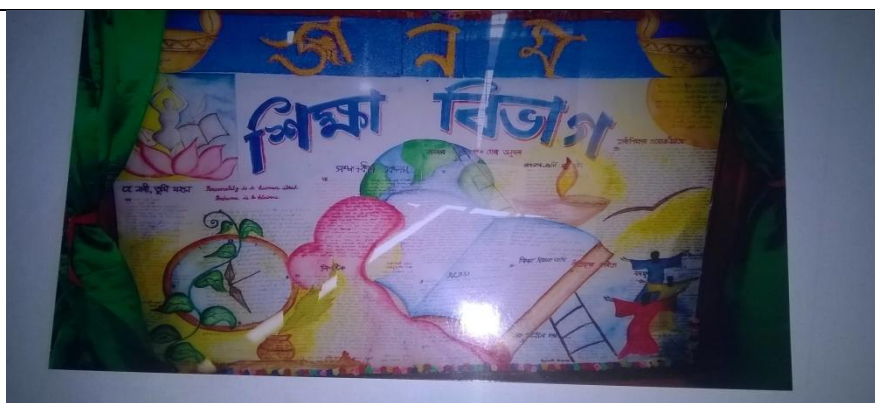


- Guest lecture programme on “Interaction of plants with Bacteria, Fungi and Virus” on 26th and 27th February.
- Organised guest lecture on “Environment of immunity and laws of immunity ” on 25th April, 2015

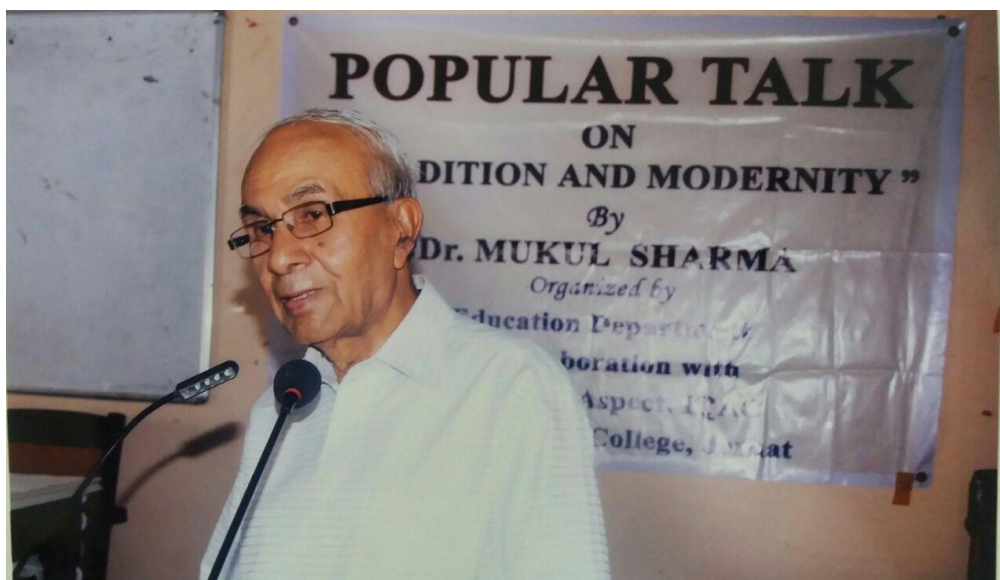
Chemistry

- Research project were made by the students
- Received grant of patents.
- Arranged Science popularization programme on 30/1/2015 at Namdeori HS School.

	Science Popularization Programme 
Economics	• Organised survey and health awareness programme among the tea garden women of Mariani, on 24/1/2015 • Organised two day workshop on “Account keeping of women self- help groups”, on 26th and 27th November, 2014 • Departmental wall magazine released.
Education	• Organised cleanliness programme at the college campus on 24th June, 2014.  • Arranged Remedial classes for academically weak students • Wall Magazine released



- Arranged Popular talk by eminent educationist Dr. M.K. Sharma on “Tradition and Modernity” on 4th November, 2014.

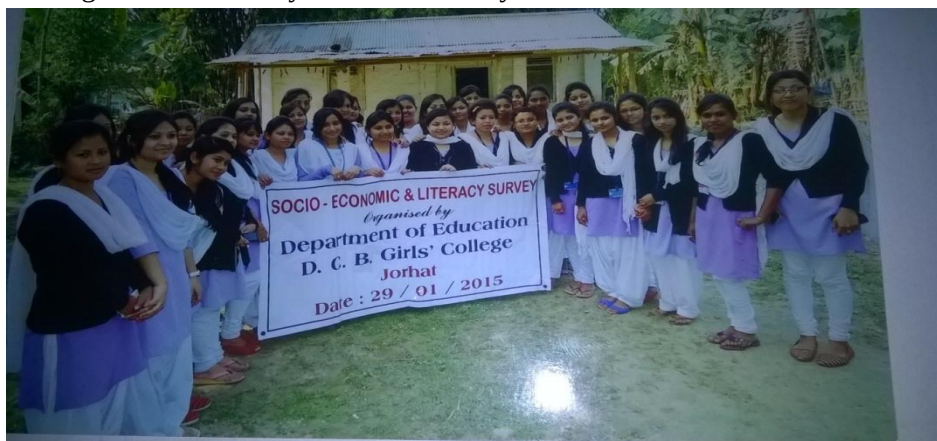




- Organised a field study programme to Gibbon Mariani, Jorhat forest range division on 09/08/2014.



- Organised field study and social survey to Mahbanda area on 29/1/2015



- Organised Teacher Exchange Programme
- Organized World Literacy Day
- Arranged Skill development programme on 21st and 22nd September, 2014.



- Organised Student as a Tutor on 28/9/2014

English

- Departmental wall magazine released.
- Awareness rally on adult franchise was organised.
- Film Festival based on curriculum was organised, on September, 2014



- Welcome desk organised on 22nd and 23rd July, 2014



	Mass Cleanliness Drive Programme on the occasion of World Water Day on 22nd March, 2015 
Geography	- Arranged Education tour to Kolkata and Digha on 22nd and 23rd March, 2015 - Arranged field study on 26/8/2015
History	- Faculty exchange programme was conducted on 12th September, 2014. - Field trip to Tezpur was conducted on 15th October, 2014. - Interactive session on “Research Methodology” was held on 10th September, 2014
Philosophy	- Observed National Girl Child Day - Arranged extension activities. - Released departmental Journal
Political science	- Observed Human Right’s Day on 10/12/2014 - Wall Magazine released. - Departmental Journal released.

	Survey on Political Awareness of Rural Women on 11/2/2015  
Physics	- Celebration of International year of Light on 3/3/2015 and by Prof P.K. Bhuyan, Retd.HOD, Dibrugarh university deliver a Talk in the Programme.  - Arranged teaching classes for the students of Cinnamara Jatiya Vidyalaya for motivating students.
Hindi	Sessional examination, group discussion, seminar presentation, remedial classes are organised regular basis.
Sanskrit	Arranged group discussion, internal examination, seminar presentation etc on regular basis.

Arranged a programme on production and marketing of Vermicompost

PRODUCTION OF VERMICOMPOST

2015



PRODUCTION OF VERMICOMPOST

2015



	• Training programme of Vermicomposting on 24 /02/2015 in College.  • Ms. Geeta B.Baruah, faculty member of the department took part as resource person in a group discussion on “Wild life conservation”on 5/10/2014 organised by All India Radio Jorhat in which students of the department participated. • Published departmental magazine “ Zoo Wave”. • A Science Quiz was organised on 28/2/2014 in the department on the occasion of celebration of science day.
Mathematics	• Classes were taken by Banashree Bora , Asstt. Professor , Kakajan College under faculty exchange Programme on 26th,27th and 28th March,2015. • Classes were taken at Borbheta High School in collaboration with Science forum on 20th,21st , 22nd August,2014.

- Arranged extension activity in the Namdeori H.S. School on 3rd February, 2015.



Computer
Science

- Arranged computer training for teaching and non teaching staff of the college.

- Observed Children's Day, at Kathalguri Tea Estate Primary school on 14th November, 2014.



- Organised International Women's Day
- Organised one week workshop on "Modern Fabric Painting & Design", from 22nd September to 27th September, 2014.



- Two day workshop on “Accounts keeping of women’s self -help groups” was organised on 26th & 27th November, 2014

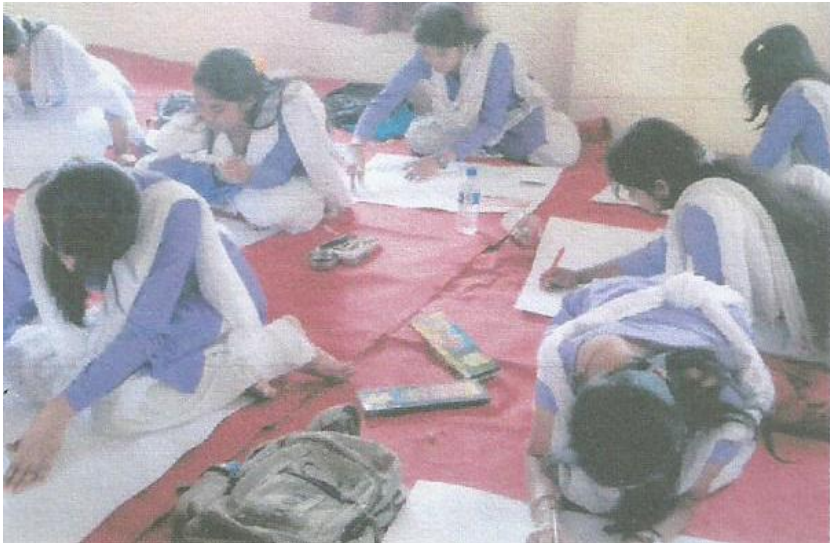
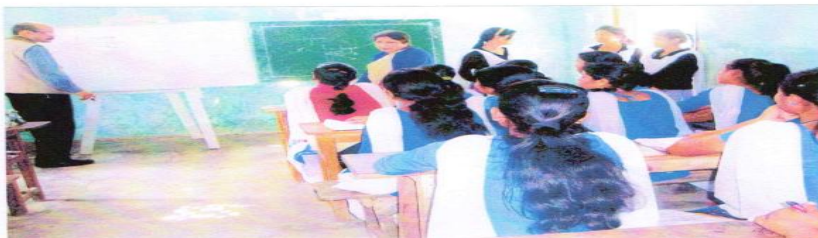


- Organised one week workshop on “Assamese Traditional and Modern Jewellery” on 27th Jan, to 2nd Feb., 2015.



- Celebrated International Women’s Day on 9/3/2015 .



	Organised one week workshop on “Art of making Assamese Jewellery” from 9th to 14th March, 2015. 
Science Forum	- Science popularization programme was conducted by Science Forum on 30/1/2015 in Namdeori HS School. All the departments under the Forum participated in the programme - A popular talk on “DNA Repairing” was delivered by Dr. Darpan K Medhi in College Seminar Hall on 20/3/2015 Science Popularization Programme  
Eco Cell	Celebrated World Environment day at Jatiya Vidyalaya, Cinnamara on 5th June, 2014

National Service scheme (NSS)	• Celebrated NSS day on 24/9/2014 • Celebrated world AIDS day on 1/12/2014. • Observed Human Right's day on 10/12/2014 • Arranged free health check up camp on 10/7/2104 
National Cadets Crops	• Eleven numbers of NCC cadets of our college participated in National Camp held in different part of the country. • Three numbers of Cadets of our college went for Mount Everest expedition.

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	38	-	-	38
Laboratories	11	-	-	11
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 Laboratory	2	-	-	2
ICT	1	-	-	1

4.2 Computerization of administration and library

- Administration and Library of the college are almost fully computerised.
- The college library is using software for university library (SOUL) which is based on requirements of college and university libraries.
- All Book keeping activities including cataloguing, accessioning and circulation have been computerised.
- OPAC is available for students and teachers.
- Internet with and Wi-Fi is available in the library
- LAN is available for Girls' hostel of the college.
- The Bar-coding of the books are under process.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	25059	-	163	16,000/-	25222	-
Reference Books	1014	-	17	4000/-	1031	-
e-Books	194000	N list	97000	N list	291000	N list
Journals	J=16, M=16	28,000/-	J=11 M=13	20,000/-	J=27 M=29	48,000/-
e-Journals	12000	N list	6000	N list	18000	N list
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	Manuscri pts – 12	-	Manuscri pts-6	-	Manuscrip ts-18	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart- ments	Others
Existing	77	2	10	1	1	0	1	-
Added	21	1	21	1	0	0	0	-
Total	98	3	31	2	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 department of the college conducts training programme of computer application among the teaching and non teaching staff.
- Computer Science department organises training programme for the teachers on the use of smart rooms in teaching-learning, PPT presentation etc.
- Wi-fi facilities are available for teachers and students.
- Solar energy facilities were initiated.

4.6 Amount spent on maintenance in lakhs :

i) ICT	5.65
ii) Campus Infrastructure and facilities	26.18
iii) Equipments	2.75
iv) Others	.24
Total :	34.83

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.
- College websites are regularly updated.
- Creates awareness about students' aid funds.
- The students are made aware of the importance of various certificate courses.
- Circulation and display of information regarding admission and placement.
- Suggestion box for redressal of grievances are regularly checked.
- Student related informations are displayed in the college website.

5.2 Efforts made by the institution for tracking the progression

Following efforts are made by the college for tracking progression

- Regular feedback for alumni is maintained.
- Employers' feedbacks 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
1472	--	--	--

(b) No. of students outside the state

5

(c) No. of international students

00

No	%
-	-

Men

Women

No	%
1472	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
755	84	83	529	-	1451	856	71	65	480	-	1472

Demand ratio 1:22

Dropout % 1.50

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

- Coaching for entry into services.
- Spoken English classes are organised.
- Skill development courses are held.
- Career Counselling Cell organises counselling for students.

No of students beneficiaries

200

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

Provided counselling for the TDC 6th semester students of Assamese and History departments of the college by the career counselling cell.

No. of students benefited

105

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
ICA, Jorhat	105	--	10

5.8 Details of gender sensitization programmes

Women's studies cell of the college organises guest lecture programme on the occasion of International women's day.

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

21

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

7

National level

-

International level

-

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	82	114900/-
Financial support from government	SC-54	244070/-
	ST-14	100060
	OBC-147	8,23,200/-
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) Insufficient Urinal in the college campus as well as in the Hostel.	1) Sufficient urinal and sanitary facilities are already present in the College
2) Upgrading the College Canteen	2) The canteen manager was asked 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 so 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, results, 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. A few 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.
- Arranges Students as tutor programme.
- Organises Seminar, group discussion, Field study and writing report.
- Arranges Team teaching.
- Prepares Course plan.
- Use of smart room.
- Arranges Guest lecture programme.
- Arranges Teaching with alumni.
- Organises Micro and macro teaching.
- Arranges Faculty exchange programme.

6.3.3 Examination and Evaluation

- Internal sessional examinations, group discussion, seminar presentation, practical examination etc. are regularly held for each semester. Continuous evaluation is done by the different departments of the college by means of quiz, class test, home assignments etc..
- Answers scripts of internal examination are interchanged among the students and they are given responsibility of evaluation.

6.3.4 Research and Development

- Duty leave is granted to the teachers of the college for participation in seminar, workshop, conferences etc
- Organises seminar and publishes research journals.
- Encourage the teachers for Minor and Major research project.
- Research committee regularly displays various research related information for the benefit of the teachers.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library is partially computerised.
- CCTV facilities have been extended
- For establishment of ICT laboratory, the college received the necessary infrastructure grants.

6.3.6 Human Resource Management

- Encourages to participate in RC/OP/Workshop in HRD centres of the country.
- Faculty development programmes are conducted.
- Regular book fairs are organised in the college.

6.3.7 Faculty and Staff recruitment

- Permanent teachers 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

Admissions is conducted according to merit of the students by following reservation policy of seats 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 and Book Bank

6.5 Total corpus fund generated

92,39170/-

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	-	-	-	-
Administrative	-	-	-	-

6.8 Does the University/ Autonomous College declares 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 meeting is held once in a year..
- Alumni regularly contributes towards the development of the college.
- Guest lecture programme are arranged by Alumni.
- Alumni from different part of the country and from the aboard interact with the teachers and students of the college.

6.12 Activities and support from the Parent – Teacher Association

- Parents Teacher meetings are organised by the various department of the college in a year.
- Students attendance, result, punctualities are discussed in the guardian meeting.
- Parents suggestion and guidance are recorded and they are requested to contact the teachers without any hesitation.

6.13 Development programmes for support staff

- Office staffs play vital role in the smooth functioning of the college administration and they are given ICT based training twice a year.
- For developing team spirit and sportsman spirit, the college regularly arranges friendly sports programme among the students, teaching and non-teaching staff.

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

- NSS wing of the college arranges cleanliness programmes on regular basis.
- Plantation and awareness programmes are conducted by Science Forum of the college.
- Students are asked to used dustbins and contribute towards the beautification of the college campus.
- Pure drinking water facilities are provided.

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. A faculty member of the computer science department of the college has developed a soft ware to prepare class routine.
2. Use of ICT in teaching and learning process
3. Share study materials with students
4. Science forum regularly organises class room teaching to the high school students on Mathematics and Science
5. Regular display of “Thought for the Day” on the notice board.
6. Use of Learner- centric activities like participative learning, interactive sessions etc.
7. Student seminars, case studies, project work, assignment, problem solving are organised.

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

- Survey and health awareness programmes was arranged,
- Arranged Educational tour, Field trips to Gibbon-wild life sanctuary.
- Organised two day workshop on “Account keeping of women self- help groups”,
- Organised Group Discussion, Seminar Paper Presentation.
- Remedial classes for academically weak students were organised.
- Extension activities field study and social survey were conducted.
- Teacher Exchange Programmes are held,
- Skill development programmes, Student as a Tutor programmes were conducted.
- Children’s Day, International Women’s Day, World literacy day celebrated.
- Organised one week workshop on “Modern Fabric Painting & Design”,
- Two- day workshop on “Accounts keeping of women’s self- help groups” was organised.
- Awareness rally on adult franchise was held.
- Film Festival for screening of films related to curriculum was organised.
- Blood grouping camp, Diabetes Awareness Camp were organised.
- Faculty members participated in various programmes of Jorhat Radio Centre.
- Science Forum regularly organises class room teaching to the school students.
- Computer Science department has been started in the college.
- Academic calendar , admission prospectus etc. are regularly published.

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

- Maths and Science popularization programmes were conducted
- Life skill programme organised.

****Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

- The college regularly observes awareness programmes like World Environment Day, World literacy Day, Women's Day etc.
- Eco cell organises various environmental awareness programme regularly.
- The college is providing safe and pure drinking water facilities to the students.
- Cleanliness programme in the campus is ensured through NSS, NCC, participation of students, cell/committees of the college etc..

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, 16 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.

Weakness:

- Due to geographical location, the college has limitation to undertake field studies on certain relevant topics.

Opportunity:

- Women of the neighbouring areas get opportunities to avail higher education.

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

- Construction of new buildings to be completed as soon as possible.
- To Organize National Seminar and Workshop.
- To Organize several extension activities.
- Digitalization of the college Library.
- Construction of New class room and Auditorium.
- To Send Proposal to Dibrugarh University for starting PG courses.
- Digital class room and Science laboratory are to be constructed.
- Collaboration with professional and Industrial bodies
- Involvement of Alumni in college activities
- To organise more numbers of national seminars and workshops

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

2014 - 2015



Estd. - 1955

DEVICHARAN BARUA GIRLS' COLLEGE

NAAC Accredited "A" Grade Institution

Jorhat

6

Academic Calendar

THE ACADEMIC CALENDAR

2014 - 2015

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

Date(s)	Contents	No. of Days		Remarks
		T.D.	W.D.	
16.7.14 to 19.7.14	Regular classes	4	4	Class wise Orientation Programme
20.7.14	Sunday			Holiday
21.7.14 to 26.7.14	Regular classes	6	6	
27.7.14	Sunday			Holiday
28.7.14	Regular classes	1	1	
29.7.14	ID-UL-FITRE			Holiday
30.7.14 to 31.7.14	Regular classes	2	2	
1.8.14	College Foundation Day	1	1	Attendance compulsory
2.8.14	Regular classes	1	1	
3.8.14	SUNDAY			Holiday
4.8.14 to 8.8.14	Regular classes	5	5	

Academic Calendar

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Date(s)	Contents	No. of Days		Remarks
		T.D.	W.D.	
9.8.14	FRESHER'S SOCIAL	1	1	Attendance Compulsory
10.8.14	Sunday			Holiday
11.8.14 to 14.8.14	Regular classes	4	4	
15.8.14	INDEPENDANCE DAY			Holiday
16.8.14	Regular classes	1	1	
17.8.14	Sunday			Holiday
18.8.14	JANMASTAMI			Holiday
19.8.14 to 23.8.14	Regular classes	5	5	
24.8.14	Sunday			Holiday
25.8.14 to 26.8.14	Regular classes	2	2	
27.8.14	TITHI OF SRI SRI SANKARDEVA			Holiday
28.8.14 to 30.8.14	First Sessional Exam. for 1 st , 3 rd and 5 th Semester	3	3	
31.8.14	Sunday			Holiday

8

Academic Calendar

Date(s)	Contents	No. of Days		Remarks
		T.D.	W.D.	
1.9.14 to 4.9.14	First Sessional Exam. for 1 st , 3 rd and 5 th Semester	4	4	
5.9.14	TEACHERS DAY CELEBRATION	1	1	
6.9.14	Regular classes	1	1	
7.9.14	Sunday			Holiday
8.9.14 to 12.9.14	Regular classes	5	5	
13.9.14	TITHI OF SRI SRI MADHAVDEVA			Holiday
14.9.14	Sunday			Holiday
15.9.14 to 19.9.14	Regular classes	5	5	
20.9.14	STUDENTS' UNION ELECTION	1	1	Attendance Compulsory
21.9.14	Sunday			Holiday
22.9.14 to 27.9.14	Regular classes	6	6	Unit Test for H.S. 1 st &2 nd Year
28.9.14	Sunday			Holiday

Date(s)	Contents	No. of Days		Remarks
		T.D.	W.D.	
29.9.14 to 30.9.14	Regular classes	2	2	Seminar & Group Discussion for Semester Students
1.10.14 to 4.10.14	DURGA PUJA			Holiday
5.10.14	Sunday			Holiday
6.10.14	ID - UD - ZUHA			Holiday
7.10.14	LAKSHMI PUJA			Holiday
8.10.14 to 11.10.14	Regular classes	4	4	
12.10.14	Sunday			Holiday
13.10.14 to 17.10.14	Regular classes	5	5	Second Sessional Examination for 1 st , 3 rd and 5 th Semester
18.10.14	KATI BIHU			Holiday
19.10.14	Sunday			Holiday
20.10.14 to 25.10.14	COLLEGE WEEK		5	23.10.14 Holiday for Dipawali
26.10.14	Sunday			Holiday

Date(s)	Contents	No. of Days		Remarks
		T.D.	W.D.	
27.10.14 to 1.11.14	Regular classes	6	6	Unit Test for H.S. 1 st and 2 nd Year
2.11.14	Sunday			Holiday
3.11.14 to 5.11.14	Regular classes	3	3	Guardian Meeting by the Departments
6.11.14	BIRTHDAY OF GURUNANAK			Holiday
7.11.14 to 8.11.14	Regular classes	2	2	
9.11.14	Sunday			Holiday
10.11.14 to 15.11.14	Regular classes	6	6	
16.11.14	Sunday			Holiday
17.11.14 to 22.11.14	Regular classes	6	6	Study Leave for Semester Students
20.11.14 to 15.12.14	End Semester Exam. for 1 st , 3 rd and 5 th Sem.		22	1 st December to 6 th December H.S. 2 nd Yr. TEST EXAM.
16.12.14 to 15.1.15	Semester End Vacation			13 th to 15 th January MAGH BIHU

Date(s)	Contents	No. of Days		Remarks
		T.D.	W.D.	
16.1.15 to 17.1.15	Regular classes	2	2	
18.1.15	Sunday			Holiday
19.1.15 to 24.1.15	Regular classes	6	6	
25.1.15	Sunday and SARASWATI PUJA			Holiday
26.1.15	REPUBLIC DAY			Holiday
27.1.15 to 30.1.15	Regular classes	4	4	
31.1.15	ME-DAM-ME-FI			Holiday
1.2.15	Sunday			Holiday
2.2.15	Regular classes	1	1	
3.2.15	BIR CHILARAI DIVAS			Holiday
4.2.15 to 7.2.15	Regular classes	4	4	
8.2.15	Sunday			Holiday
9.2.15 to 14.2.15	Regular classes	6	6	
15.2.15	Sunday			Holiday

Date(s)	Contents	No. of Days		Remarks
		T.D.	W.D.	
16.2.15	Regular classes	1	1	
17.2.15	MAHA SIVARATRI			Holiday
18.2.15 to 21.2.15	Regular classes	4	4	
22.2.15	Sunday			Holiday
23.2.15 to 28.2.15	Regular classes	6	6	1 st Sessional Exam. for 2 nd , 4 th & 6 th Semester
1.3.15	Sunday			Holiday
2.3.15 to 4.3.15	Regular classes	3	3	
5.3.15	DOL JATRA / HOLI			Holiday
6.3.15 to 7.3.15	Regular classes	2	2	
8.3.15	Sunday			Holiday
9.3.15 to 14.3.15	Regular classes	6	6	
15.3.15	Sunday			Holiday
16.3.15 to 21.3.15	Regular classes	6	6	

Date(s)	Contents	No. of Days		Remarks
		T.D.	W.D.	
22.3.15	Sunday			Holiday
23.3.15 to 28.3.15	Regular classes	6	6	
29.3.15	Sunday			Holiday
30.3.15 to 2.4.15	Regular classes	4	4	
3.4.15	GOOD FRIDAY			Holiday
4.4.15	Regular classes	1	1	
5.4.15	Sunday			Holiday
6.4.15 to 11.4.15	Regular classes	6	6	GROUP DISCUSSION & SEMINAR FOR 2 nd , 4 th and 6 th SEMESTER
12.4.15	Sunday			Holiday
13.4.15	Regular classes	1	1	
14.4.15 to 17.4.15	BOHAG BIHU			Holiday
18.4.15	Regular classes	1	1	
19.4.15	Sunday			Holiday
20.4.15 to 25.4.15	Regular classes	6	6	2 nd SESSIONAL EXAM for 2 nd , 4 th and 6 th SEMESTER

Date(s)	Contents	No. of Days		Remarks
		T.D.	W.D.	
26.4.15	Sunday			Holiday
27.4.15 to 30.4.15	Regular classes	4	4	
1.5.15	MAY DAY			Holiday
2.5.15	Regular classes	1	1	
3.5.15	Sunday			Holiday
4.5.15 to 9.5.15	Regular classes	6	6	
10.5.15	Sunday			Holiday
11.5.15 to 19.5.15	STUDY LEAVE for 2 nd , 4 th and 6 th SEMESTER STUDENTS		8	Regular classes for H.S. 2 nd Year
20.5.15 to 14.6.15	END SEMESTER EXAM. FOR 2 nd , 4 th and 6 th SEMESTERS		21	Regular classes for H.S. 2 nd Year
15.6.15 to 15.7.15	SEMESTER END VACATION			Holidays

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

FOR ANY QUERIES AND ACADEMIC PROBLEMS CONTACT :
COORDINATOR IQAC.

Analysis of the feedback of Alumni

A sample of 100 Alumni was taken for collecting feedback about the college. Out of the total 74% of the Alumni was found to be employed in various organisations/Institutions, 20% of them are self-employed while 6% 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-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 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

- 74% of students feel that more books should be issued by Library.
- 25% 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.
- 30% of students demand for chair in the common room.
- 10% of the students complain about cleaning of the toilets.

Best Practices-1

Making Science and Mathematics interesting for school students

Goal

The goal of this practice is to make learning of science and mathematics interesting for school students. The goal is to enhance the scientific knowledge of the student through innovative teaching and experiments conducted in the school.

The context

Teaching science and mathematics in school level is a huge challenge as the students hail from rural background and lack scientific outlook. The teacher faces a challenge inculcating scientific knowledge among the students due to their lack of interest. Poverty is also hindrance as they cannot access good books, e- books or others source to improve their knowledge in the subject.

The Practice

Teachers of the Science Stream of the college engage two classes per week in class IX and X. The classes are conducted for about a month in a school chosen for the academic year.

Evidence of success

The programme has proved beneficial for the students to a great extent. The feedback from the students and the authority of the school are always positive.

Problems encountered and resource required

Some minor problems are encountered as the faculty has to adjust the classes in college So that the routine classes in college are not disrupted. The classes missed by the faculty are adjusted by taking extra classes.



Best Practices-2**Yoga and Meditation classes****Goal**

As a part of educational innovation programmes the college conducts Yoga and Meditation classes for the students, teachers etc. The goal is to help both teachers and students to adopt yoga to keep them sound and healthy.

The context

Classes for yoga are conducted regularly by eminent yoga instructors. It also helps in learning the art of meditation to keep calm and work efficiently.

The practice

Classes are conducted twice a week regularly. Moreover week long workshops are conducted occasionally for better understanding of the subject.

Evidence of success

The practice has been found beneficial for the students and teachers as there are evidence of positive changes in the minds and health of the college fraternity.

Problems encountered and Resource required

The practice is a constraint sometimes due to overload of work. However efforts are being made to cater to the needs of the students, teachers and non teaching staff. The goal of this practice is to make sound mind and body among the college fraternity.

