

Annual Quality Assurance Report (2015-2016)

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



Submitted by

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

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

1. Details of the Institution

1.1 Name of the Institution

D.C.B. GIRLS' COLLEGE, JORHAT

1.2 Address Line 1

K.K. Baruah Road P.O. Jorhat, 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/AQAR2015-16.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)

2015-16

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
- iv. AQAR 2015-16 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

- Skin and hair care
- Spoken English
- 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

-

DST-FIST

NO

UGC-Innovative PG programmes

NO

Any other (*Specify*)

NO

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	1	Students		
		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.	1	International	-	National	-	State	1	Institution Level	-
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(ii) Themes

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2.14 Significant Activities and contributions made by IQAC

- Observed International Women's Day.
- Arranged International Literacy Day.
- Organised International Environment Day.
- Provided suggestion for renovation and modification of Computer Laboratory.
- Provided suggestion for repairing and construction of footpath in the college campus.
- Maintained and kept records of students and teachers in scientific process.
- Published International multi disciplinary research Journal'
- Revision of college academic calendar.
- Computer Voting machine used for smooth conduct of Student Union election.
- Students' feedback, Alumni feedback and parents feed back made regularly.
- Record of Academic profile of the faculty members maintained.
- Prepare format and kept 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. To submit proposal for PG courses in the Dibrugarh University.	The proposal is under consideration.
b. Construction of new class rooms and Girls Hostel.	Construction of new class rooms and Girls' hostel are going on.
c. Extension activities and community development programmes will be initiated by the women's studies cell.	Literacy campaign, self employment programme, campus interview and Job mela were organised by the women's studies cell.

d. Free health check-up and blood grouping programme will be arranged for the students of the college.	Department of Zoology of the college in collaboration with Lions Club of Jorhat has arranged the health check up and blood grouping programme.
e. Extension or community development programme outside of the college	All the cells of the college and the department organised a large numbers of extension programme such as - AIDS rally, Anti-Tobacco rally, International Literacy Day, World Environment Day, Awareness programme, Socio-Economic Survey, Literacy Awareness Programme, Science popularization programme etc.
f. Importance will be given in the use of ICT and its infrastructure.	Teachers of the college use power -point presentation, smart room etc.
g. Career oriented counselling, skill development programme and certificate courses for the students are organised..	Self- employment ability and skill of the students developed.

** 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 2015-16 was placed in the meeting of the managing committee of the college.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-		
PG	-	3 MA course in Assamese, Education and Political Science under Krishna Kanta Handiqui State Open university.	-	-
UG	2	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	7	-	-	-
Others		-	-	-
Total	9	3 PG courses	-	-

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	UG-2 and PG (3 subjects under KKHSOU)
Trimester	-
Annual	3(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 regulations are revised by the University

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

PG courses were introduced in the College in Assamese, Education and Political science under Krishna Kanta Handiqui State Open University.

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

Guest lecture -5

-

Temporary faculty-5

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	3	1	-
Presented papers	-	43	-
Resource Persons	-	-	5

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.
- Smart rooms are used for teaching
- Use of PPT & poster presentation in seminar by students encouraged.
- Arranged faculty exchange programme.

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)

- Open-book examination system was conducted on an experimental basis.
- Two sessional examinations are held per semester, one was on the basis of multiple choice questions method.
- Self evaluation of multiple choice question type examination.

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

-

-

-

2.10 Average percentage of attendance of students

85%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.6 th Semester	Major- 357	-	42%	29.49%	8.56%	80.0%
	General-10	-	-	50%	20%	70%
B.Sc. 6 th Semester	Major-100	-	66%			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 organised different type of state level and institutional level workshop, seminar guest lecture programme in the college. It motivates and encourages the teachers of the college for pursuing M.Phil/Ph.D. degrees. IQAC provides information to the teachers and students to participate and present seminar paper, write research paper in the research journal etc. IQAC with the help of convenor of the different criterion evaluate students' feedback report, performance of the teaching learning of teachers and students in the college. Admission prospectus, Academic calendar, class routine, sessional examination, analyse the students final result, momentary look into the students attendance of the students, student union election etc. are conducted by the IQAC along with the academic committee of the college.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	-
HRD programmes	1
Orientation programmes	-
Faculty exchange programme	2
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	18
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	17	4	-	07
Technical Staff	-	-	-	01

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 on regular basis. These type of activities promote research interest among the students. IQAC encourages the faculty members to pursue higher studies. The research committee of the college also encourages the teaching community.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	9	1916000/-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	9	17	-
Non-Peer Review Journals	-	-	5
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	2015-16	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	-	2	1	-	-
Sponsoring agencies	-	UGC	State level	-	-

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

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
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 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

National level International level

3.25 No. of Extension activities organized

University forum College forum

NCC NSS 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	- Organised a lecture and cultural programme on the eve of Bishnu Rabha Divas on 20/6/2015 - Satadhara, a departmental Magazine was released on dated-24/08/2015 - Organised Freshmen social on dated 24/08/2015
Bengali	Departmental wall magazine, seminar and group discussion, Guardian meeting etc are organised.
Botany	- Organised field study on 1st March, 2016. - Sessional examination, group discussion, seminar presentation are conducted on regular basis.
Chemistry	- Arranged extension activities in the Borbheta school. - Arranged extension activities at NEIST Jorhat, with students on 28/6/2015 Visit to NEIST on 28.06.2015  

Economics	- The department organized a two day UGC sponsored national level workshop on “Relevance of RUSA in Higher Education” in collaboration with Kaziranga University on 21st and 22nd August, 2015.  - The department along with the Department of Political Science organized a talk on “The Foreign Policy and its Impact on the Economy” by Dr. Jamini Bhagwati, eminent scholar, Chair Professor of ICRIER on 26th February, 2016. 
Education	- Arranged Freshmen social on 31st August, 2015 - Group discussion, Seminar presentation, Sessional examination, Remedial classes, Wall Magazine, Departmental Journal are organised on regular basis.

- Field study and Social survey at Kokilamukh on 26th February,2016.



- Organised Teacher Exchange Programme on 27/6/2015.



- Observed International Literacy Day on 8th September, 2015. On the occasion Dr. Prabitra Pran Goswami, a renowned educationist delivered his speech.



- Skill development programme was conducted on 16th and 17th September, 2015.

	  • Arranged “Students as a Tutor” programme on 28/8/2015.
English	• Arranged Fresher Social programme on 28th August, 2015. • An Awareness Programme was organised on Swine Flue Virus among the students and teachers on 21st August,2015. • Students as Tutor programme was organised on September, 2015. • A rally was organised during Road Safety Week under the joint collaboration of the NSS wing on 12th January, 2016.

	 Organised an awareness camp on cleanliness, hygiene and sanitation in tea garden area on 2/3/2016
Geography	- Excursion arranged to Bangalore, Chennai and Mysore from 22nd to 31st, February, 2016. - Arranged field study and project report submitted on 16/3/2016.
History	- Organised National Workshop on “Relevance of RUSA in Higher Education” in collaboration of Kaziranga University on 11th and 12th August, 2015  - Released Annual News letter on 5th september, 2015. - Organised counselling programme on 16th August 2015 by Dr. Susmita Priyadarshini. - Lecture programme on “Vedic Literature” was organised on September, 2015.

Philosophy	- Organised UGC sponsored National Seminar on Environmental Degradation and Threat Survival: An ethical approach” on 11th and 12th September, 2015.  - Arranged Educational tour to Tezpur on 6th February, 2016 - Observed International Yoga Day. 
Political science	Departmental wall magazine and Journal.

- A survey and awareness programme of the rural women was organised.
- Guest lecture programme on “Relevance of Gandhian Philosophy at present time” on 3/10/2015



- Health awareness programme at Da-Gaon Anath Ashram on 6/10/2015.



	
Physics	• Educational tour to Kaziranga National park. • Arranged group discussion, students seminar etc.
Sanskrit	• Sessional examination, group discussion, seminar presentation, remedial classes are organised on regular basis.
Hindi	• Sessional examination, group discussion, seminar presentation, remedial classes are organised on regular basis.
Zoology	• Published departmental magazine “ Zoo Wave” • Organised Science quiz programme. • Guest lecture programme was organised. • Students participated in a workshop organised by Tocklai Tea Research Institute from 16th March to 18th March,2016.



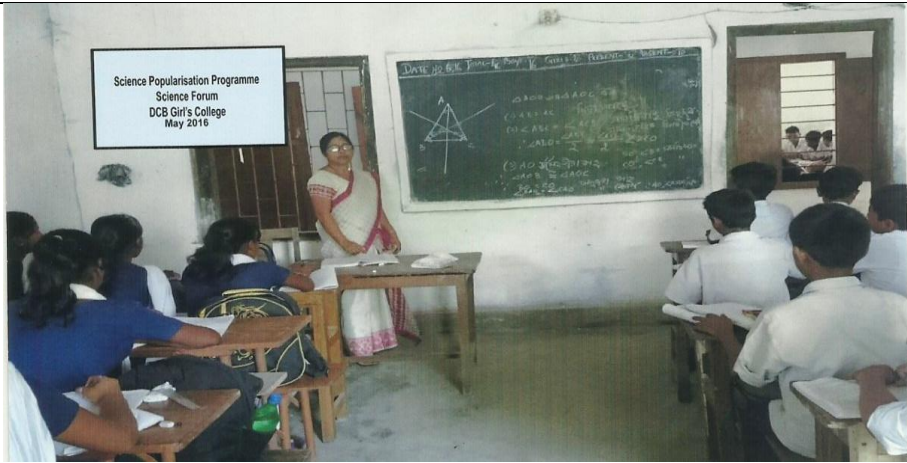
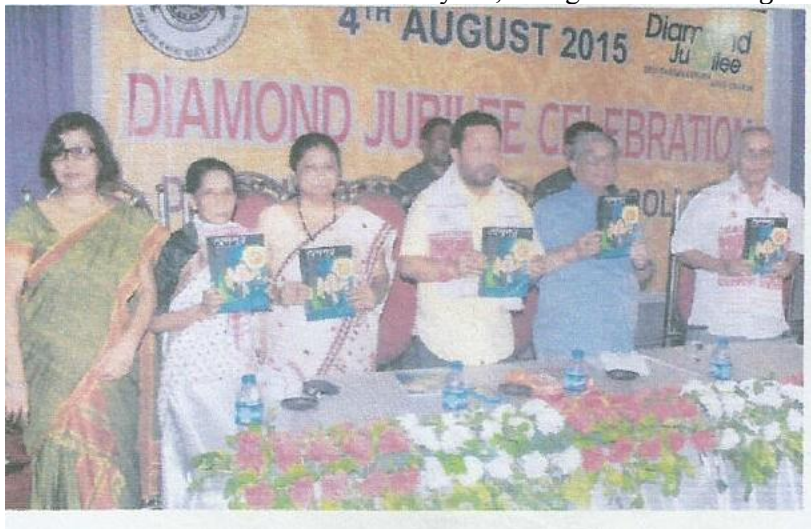
STUDENTS PARTICIPATED IN A WORKSHOP ORGANIZED BY TOCKLAI TEA RESEARCH INSTITUTE (FROM 16.03.2016 TO 18.03.2016)



TEACHERS WITH OUTGOING STUDENTS (2016)

Mathematics

- Celebrated National Science day at D.C.B.Girls' High School by organising with painting competition and extempore speech competition on 28/2/2016.
- One Faculty member of the department engaged mathematic classes in DCB Girls' High School Jorhat on 16th May, 2016.

	 • Faculty exchange programme was organised from 25th to 27th March, 2015, in which classes were engaged by Prof. Basundhara Goswami , Asstt. Professor , JIST. • Classes were taken at D.C.B.Girls' High School High School in collaboration with Science forum on 20th to 22nd August, 2015
Women's studies Cell	• Women's studies cell released "Annayna", a magazine on 4th August 2015.  • Organised Children's Day in Francis Memorial Christian School on 14/11/2015 in which dance, song and recitation etc programme were conducted. • International Women's Day was observed in the adopted village of Neol goan in which talk was delivered on "Women health and Hygiene" on 8th March, 2016.

	
Science Forum	• Visited NEIST Jorhat, with students on 28/6/2015 • Science popularization programme was organised in Borbheta High School for students of Class IX and X on 12/5/2016. • Observation of National Science Day, 2016 Science Popularization Program on 11th and 12th May 2016 



National Service Scheme (NSS)

- Arranged special camp at Kathalguri Tea Estate on 26/2/2016



- Cleaning of Tarajan area on world environment day on 5th June, 2015.
- Organised a talk on “Swine flu” in collaboration with Jorhat Medical college on 5/8/2015.



- Observed World Yoga Day on 21/6/2015



- Celebrated NSS day on 24/9/2015
- Celebrated world AIDS day 1/12/2015
- Celebrated Children's Day at the 370 No. Namchungi L.P. School and distributed pens, pencils, eraser, colours etc.



	Arranged a rally on the occasion of Road Safety Week on 12/1/2016 
NCC	15 Numbers of NCC cadets of our college participated in National Camp held in the different part of the country.. 5 numbers of NCC cadets of our College participated in National games and won prizes.

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	1	Govt.	39
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 lab.	2	-	-	2
ICT	1	-	-	1

4.2 Computerization of administration and library

- Administration and Library of the college is partly Computerised.
- Software for university library (SOUL) is based on requirements of college and university libraries.
- All housekeeping 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 and LAN for Girls' hostel.
- The Bar-coding of library books are under process.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	25222	-	103	10000/-	25325	-
Reference Books	1031	6200/- (Gift)	50	12000/- (Gift) 3000/-	1081	-
e-Books	291000	N list	97000	N list	388000	N list
Journals	J=27 M=29	48,000/-	J=12 M=13	21000/-	J=39 M=42	69,000/-
e-Journals	18000	N list	6000	N list	24000	N list
Digital Database	-	-	-	-	-	-
CD & Video	-	-	2	100/-	2	100/-
Others (specify)	Manuscripts-18	-	Manuscripts-6	-	Manuscripts-24	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	98	3	31	2	1	0	1	-
Added	0	0	0	0	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 conduct training programme of computer application among the teaching and non-teaching staff.
- Computer science department organises training programme for the teacher on the uses of smart rooms in teaching –learning, PPT presentation etc.

4.6 Amount spent on maintenance in lakhs :

i) ICT	6.41
ii) Campus Infrastructure and facilities	9.70
iii) Equipments	1.57
iv) Others	.35
Total :	18.04

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Information on NCC training and campaigning are provided to the students.
- NSS and their Benefits are updated.
- College website up-to-dated.
- Students are made aware about the students aid funds.
- Importance of the different certificate courses of the college are disseminated to the students.

5.2 Efforts made by the institution for tracking the progression

Following efforts are made by the college for tracking progression

- Minimum attendance of 75% is considered for students.
- Students feedback, alumni feedback, employer feedback, and parents feedback are collected regularly.
- Remedial measures for academic weak students are adopted.
- Financial assistance for economically weak students (students aid fund) provided
- Seminar paper presentation, group discussion are held.
- Sessional examination, class test etc are arranged.
- Semester monitoring committee analyses the final semester result of the college and take initiative measure.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1538	--	--	-

(b) No. of students outside the state

6

(c) No. of international students

00

No	%
-	-

Women

No	%
1538	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
856	71	65	480	-	1472	846	86	84	522	-	1538

Demand ratio 1:23

Dropout % 0.01

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

- Spoken English classes organised.
- Training programme are organised by Career Counselling cell.

No of students beneficiaries

200

5.5 No. of students qualified in these examinations

NET	---	NET/SLET	---	TE	---	---
IAS/IPS etc	---	State PSC		UPSC	---	Others

5.6 Details of student counselling and career guidance

- Career counselling & Guidance cell of college organise placement programme on regular basis.
- Need base Counselling are arranged.
- Counselling programme for 6th semester students of Assamese department on 16/8/2015

No. of students benefited

100

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
TCS in the Kaziranga University	4	1	-

5.8 Details of gender sensitization programmes

International Women's Day observed.

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	73	1,04,700/-
Financial support from government (Post metric scholarships)	SC-155	31,49,951/-
	ST-37	17,95,10/-
	OBC-141	6,13,400/-
Financial support from other sources	Ishan Uday-36	1,94,400/-
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) Insufficiency of Class rooms and drinking water facility in the college campus. 2) Availability of CCTV facility around the College Hostel.	1) The grievances were accepted Measures were adopted accordingly. 2) The demand for CCTV around the hostel is fulfilled. The whole college campus is covered under CCTV surveillance.

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 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 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.
- Students as tutor programme arranged.
- Seminar, group discussion, field study and writing report are conducted.
- Course plan prepared.
- Smart class rooms used for teaching.
- Guest lecture programme arranged.
- Teaching by alumni are arranged.

6.3.3 Examination and Evaluation

College conducts two internal sessional examinations, group discussion, seminar presentation and practical examination for the every semester students. Continuous evaluation is done by the different department of the college.

6.3.4 Research and Development

- Organized seminar along with publication of research journals.
- Encouraged the teachers for Minor and Major research project'
- Encouraged the faculty members of the college to participate national/international, seminar workshop etc.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library is partly computerised.
- CCTV facilities.
- Separate reading room for teachers and students provided.

6.3.6 Human Resource Management

- Faculty members encouraged to participate in RC/OP/workshop in the HRD centre of the country.
- Faculty development programmes are conducted.

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 post are appointed according to the rule of government of Assam.

6.3.8 Industry Interaction / Collaboration

Collaboration with Kaziranga University to organise a workshop on “Relevance of RUSA in Higher education”

6.3.9 Admission of Students

Admissions are given in accordance to merit and Govt. of Assam reservation rule.

6.4 Welfare schemes for

Teaching	M.B. Fund and Aid fund
Non teaching	M.B. Fund and Aid fund
Students	Poor students Aid fund

6.5 Total corpus fund generated

1,03,35850/-

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 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 meeting is held once in a year.
- Alumni gives contribution (if required).
- Alumni arranged guest lecture programmes.
- Alumni from different part of the country and from the abroad 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.
- In the meeting students' attendance, result, punctualities are discussed.
- 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 staff plays vital role in the smooth functioning of the college administration. They are given ICT base training twice in a year.
- Teachers and office staff play cricket match in the annual college week of the college.

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

- NSS wing of the college maintains cleanliness of the college regularly.
- Plantation and awareness programme are conducted by science forum of the college.
- Dustbins are provided for use in the college campus.
- Pure drinking water facilities 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 introduced Computerized Voting system.
2. A faculty member of the computer science department of the college has developed software to prepare class routine.
3. Admission process is displayed through LCD projector for maintaining transparency.
4. Student are guided on the method on writing and presenting seminar paper at regional/national /international seminar
5. Use of ICT in teaching and learning process
6. Share study materials with students

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

- Construction of new class room.
- Observed Children's Day, International Women's in the adopted village (Neol goan).
- Extension activities at Borbheta H S School (observed international literacy day)
- Organised national workshop
- Talk programme on "The foreign policy and its impact on economy".
- Guest lecture programme
- Observe World Environment Day,
- An outreach programme to provide relief to the victims of flood in Jorhat, Organic Linkage award, Film Festival.
- Released annual news letter
- Organised counselling programme.
- Lecture programme.
- A survey and awareness programme of the rural women.
- Health awareness programme
- Seminar and group discussion,
- Guardian meeting
- Published departmental magazine " Zoo Wave"
- Arranged Field trips
- Excursion to Bangalore,
- Field study and project report.
- Published "Ananya", a magazine of the Women's Studies Cell of the College.

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

1. Implementation of Swachh Bharat Abhijan.
2. Regular health check up

****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

- Celebration of Environmental Day
- Anti tobacco rally

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.
- 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.

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 should be completed as soon as possible.
- Organize National seminar and workshop.
- Organise Faculty development programme.
- Organise as many as extension activities.
- Digitalization of the college Library.
- Construction of New class room and Auditorium.
- Send Proposal to Dibrugarh University to start PG courses.
- Digital class room, science laboratory and seminar hall are to be constructed.

Name- DR. SUBHASH CHANDRA DAS



Signature of the Coordinator, IQAC

Name- DR. JINAMONI BHUYAN



Signature of the Chairperson, IQAC

_____*_*_*_____

Abbreviations:

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

ACADEMIC CALENDAR

2015 - 2016



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.	
2.8.15	Sunday			Holiday
3.8.15 to 8.8.15	Regular classes	6	6	
9.8.15	Sunday		1	Holiday
10.8.15 to 14.8.15	Regular classes	5	5	
15.8.15	INDEPENDANCE DAY			Holiday
16.8.15	Sunday			Holiday
17.8.15 to 22.8.15	Regular classes	6	6	
23.8.15	Sunday			Holiday
24.8.15 to 29.8.15	Regular classes	6	6	
30.8.15	Sunday			Holiday
31.8.15 to 1.9.15	Regular classes	2	2	
2.9.15	TITHI OF SRI SRI MADHABDEVA			Holiday

6

Academic Calendar

ACADEMIC CALENDAR

2015 - 2016

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

Date(s)	Contents	No. of Days		Remarks
		T.D.	W.D.	
16.6.15	Regular classes	1	1	3 rd , 5 th Semester and H.S. 2 nd year
17.6.15 to 20.6.15	Regular classes	4	4	
21.6.15	Sunday			Holiday
22.6.15	Regular classes	1	1	Orientation programme to 1 st sem. BA/BSc classes & HS 1 st year
23.6.15 to 27.6.15	Regular classes	5	5	
28.6.15	Sunday			Holiday
29.6.15 & 30.6.15	Regular classes	2	2	
1.7.15 to 31.7.15	Mid semester vacation for the teaching staff of the college			
1.8.15	College Foundation	1	1	Attendance

8

Academic Calendar

Date(s)	Contents	No. of Days		Remarks
		T.D.	W.D.	
3.9.15 & 4.9.15	Regular classes	2	2	
5.9.15	JANMASTAMI			Holiday
6.9.15	Sunday			Holiday
7.9.15 to 12.9.15	Regular classes	6	6	
13.9.15	Sunday			Holiday
14.9.15	Regular classes	1	1	
15.9.15	TITHI OF SRI SRI SANKARDEVA			Holiday
16.9.15 to 18.9.15	Regular classes	3	3	
19.9.15	STUDENT'S UNION ELECTION		1	Attendance compulsory
20.9.15	Sunday			Holiday
21.9.15 & 22.9.15	Regular classes	2	2	
23.9.15	JANMOTSAV OF SRI SRI SANKARDEVA			Holiday

Date(s)	Contents	No. of Days		Remarks
		T.D.	W.D.	
24.9.15	Regular classes	1	1	
25.9.15	ID-UZ-ZUHA			Holiday
26.9.15	Regular classes	1	1	
27.9.15	Sunday			Holiday
28.9.15 to 1.10.15	Regular classes	4	4	
2.10.15	GANDHI JAYANTI			Holiday
3.10.15	Regular classes	1	1	
4.10.15	Sunday			Holiday
5.10.15 to 10.10.15	Regular classes	6	6	Group Discussion and Seminar for 1 st , 3 rd & 5 th Semester
11.10.15	Sunday			Holiday
12.10.15 to 17.10.15	Sessional Exam. for 1 st , 3 rd & 5 th Sem.	6	6	
18.10.15	Sunday			Holiday
19.10.15	Regular classes	1	1	

Date(s)	Contents	No. of Days		Remarks
		T.D.	W.D.	
16.11.15 to 21.11.15	End Semester Exam.		6	Regular classes for HS
22.11.15	Sunday			Holiday
23.11.15	End Semester Exam.		1	Regular classes for HS
24.11.15	LACHIT DIVAS			Holiday
25.11.15	GURU NANAK BIRTHDAY			Holiday
26.11.15 to 28.11.15	End Semester Exam.		3	Regular classes for HS
29.11.15	Sunday			Holiday
30.11.15	End Semester Exam.			
1.12.15 to 31.12.15	Semester End Vacation			
1.1.16 & 2.1.16	Regular classes for 2 nd , 4 th & 5 th semester	2	2	
3.1.16	Sunday			Holiday
4.1.16 & 9.1.16	Regular classes	6	6	

Date(s)	Contents	No. of Days		Remarks
		T.D.	W.D.	
20.10.15 to 23.10.15	DURGA PUJA			Holiday
24.10.15	Regular classes	1	1	
25.10.15	Sunday			Holiday
26.10.15	LAKHMI PUJA			Holiday
27.10.15 to 31.10.15	Regular classes	5	5	
1.11.15	Sunday			Holiday
2.11.15 to 7.11.15	End Semester Exam. BA, BSc. programme			Test examination for H.S. 1 st & 2 nd year
8.11.15	Sunday			Holiday
9.11.15			1	BA, BSc. End Sem. and H.S. Test Exam.
10.11.15	DIPAWALI			Holiday
11.11.15 to 14.11.15	Regular classes for H.S. 1 st & 2 nd year		4	BA, BSc. examination
15.11.15	Sunday			Holiday

Date(s)	Contents	No. of Days		Remarks
		T.D.	W.D.	
10.1.16	Sunday			Holiday
11.1.16 to 13.1.16	Regular classes	3	3	
14.1.16 to 16.1.16	MAGH BIHU			Holiday
17.1.16	Sunday			Holiday
18.1.16 to 23.1.16	Regular classes	6	6	
24.1.16	Sunday			Holiday
25.1.16	Regular classes	1	1	
26.1.16	REPUBLIC DAY			Holiday
27.1.16 to 30.1.16	Regular classes	4	4	
31.1.16	Sunday			Holiday
1.2.16 to 6.2.16	COLLEGE WEEK		6	
7.2.16	Sunday			Holiday

Date(s)	Contents	No. of Days		Remarks
		T.D.	W.D.	
8.2.16 to 12.2.16	Regular classes	5	5	

Date(s)	Contents	No. of Days		Remarks
		T.D.	W.D.	
17.4.16	Sunday			Holiday
18.4.16 to 23.4.16	Seminar and Group Discussion	6	6	2 nd , 4 th and 6 th Semester
24.4.16	Sunday			Holiday
25.4.16 to 30.4.16	Regular classes	6	6	
1.5.16	Sunday / MAY DAY			Holiday
2.5.16 to 7.5.16	Regular classes	6	6	
8.5.16	Sunday			Holiday
9.5.16 & 10.5.16	Regular classes	2	2	
11.5.16 to 15.6.16	END SEMESTER EXAMINATION			
16.6.16 to 18.6.16	Regular classes	3	3	1 st , 3 rd & 5 th semester and H.S. students

Date(s)	Contents	No. of Days		Remarks
		T.D.	W.D.	
14.3.16 to 19.3.16	Regular classes	6	6	

Date(s)	Contents	No. of Days		Remarks
		T.D.	W.D.	
19.6.16	Sunday			Holiday
20.6.16 to 25.6.16	Regular classes for	6	6	
26.6.16	Sunday			Holiday
27.6.16 to 30.6.16	Regular classes for	4	4	
1.7.16 to 31.7.16	Mid Semester Vacation for the Teaching Staff of the college		4	

N.B. : Date of Freshers Social will be notified in the second week of August 2015.

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 76% of the Alumni was found to be employed in various organisations/Institutions. 14% of them are seen to be self employed while 10% 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 75% 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

- From the analysis of the feed back of students it is found that 77% of students feel 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.
- 20% of the students complain about the food provided in the canteen.
- 40% of students demand for chair in the common room.
- 20% of the students complain about cleaning of the toilets.

Best practices-1

Title: Swachh Bharat

Goal:

This practice is designed to develop the environmental awareness and healthy practice of cleanliness in the minds of the students. It is also aimed in inculcating and imbibing environmental values in the minds of the students for better protection and conservation of environment. The idea of ‘**Act locally and Think globally**’ is inculcated in the minds of the students.

The Context:

Swachh Bharat is a cleanliness campaign in India that aims to clean up the streets, roads and infrastructure of India’s cities, smaller towns and rural areas. The objectives of Swachh Bharat include eliminating open defecation through the construction of household owned and community owned toilets and establishing an accountable mechanism of monitoring toilet use.

Swachh Bharat mission is implemented in our college premises for building healthy atmosphere and pollution free environment. Cleanliness is the best remedy for health hazard.

The Practice:

The cleanliness programme is a regular activity implemented in our college. This practice is made more extensive after launching ‘Swachh Bharat’ as a national campaign by the Government of India. At the meeting of IQAC with the NCC and NSS cell, Campus Development Cell, an exhaustive discussion was held regarding operation of this programme. Accordingly, the responsibility was bestowed upon the NSS, NCC and Campus Development Cell for maintaining and sustaining cleanliness drive in the college. The respective cells are actively engaged in the cleanliness drive and sincerely render their services for the promotion and protection of college environment. The posters like ‘clean your own classroom’; ‘Do not spit anywhere’ are hanged in and outside the classroom. The dustbins are kept nearby to each classroom. The vegetable garden and vermin compost are made within the college campus. Besides, all the faculty members and staff are imparting full support and cooperation by instructing to the students to maintain cleanliness.

Evidence of Success:

All members of teaching and non-teaching community along with the students are well conscious about cleanliness and the use of dustbins.

Problems Encountered and Resource Required:

Sometimes, it is observed that some students do not use the dustbins and they are reluctant to render their services during college hour.



Best Practices-1I

Title- Regular Health check up Programme

Goal

Regular health check up programme is designed to diagnose health ailments and provide treatment for promoting sound health of the students of our college.

The context

Health is wealth. Sound mind is created in sound health. Academic programme of the students also depends on health conditions. The regular health check up programmes help the students in creating self awareness about their own health condition and taking adequate treatment. Generally it is observed that students are not well aware about their health. Most of the students conceal their inner ailments and not willing to express to parents and others.

Thus in this context regular health check up is utmost important in the college for detection poor health.

The Practice

This practice is not a new one and it has been undertaken in our college since last ten years. Generally this idea of practice is evolved at the meeting of IQAC in consultation with the authority of the college. In the meeting, Innovation and Best practice cell of the IQAC and department of Zoology were given the responsibility to arrange the programme. In addition to this, NCC, NSS, and Science Forum also organizes health check up camps inside and outside of the college campus. In this regard a medical cell for students is arranged for health check up programme inside the college.

Evidence of the success

This programme helps the students physically and mentally. The regular health check up programmes helps the students as well as the guardian to diagnosis the health problems of the students. In this regard the visiting doctors provide treatment for promoting sound health of the students of our college.

Problem

The main problem faced in the implementation of the programme is to procure medicine for free distribution.

