

Annual Quality Assurance Report (2016-2017)

**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. Barooah 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:

09435092144

Mobile:

09435092144

Name of the IQAC Co-ordinator:

Dr.Subhash Chandra Das

Mobile:

08638487019

IQAC e-mail address:

iqacdcb55@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

ASCOGN10678

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

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

1.5 Website address:

www.dcbgirlscollegejorhat.org

Web-link of the AQAR:

<http://www.dcbgirlscollegejorhat.org/IQAC/AQAR2016-17.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)

2016-17

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
- v. AQAR 2016-17 submitted to NAAC on 29/06/2018

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-

- UGC sponsored one year certificate course on Pre Primary Education.
- UGC sponsored certificate course on Information technology
- PGDCA course
- 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

1. UGC sponsored certificate course on Pre-Primary education.
2. UGC sponsored certificate course on Information technology

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

(ii) Themes

Workshop on “Implementation of CBCS in UG level” on 25/06/2016

2.14 Significant Activities and contributions made by IQAC

- Involved in up gradation of college academic calendar.
- Used computer voting machine for student union election.
- College websites was upgraded.
- Contact numbers and email Id of students maintained.
- Students’ feedback, Alumni feedback and parents feedback are collected regularly.
- Record of Academic profile of the faculty members maintained.
- Observed International Women’s Day.
- Children’s Day Celebrated.
- Observed International literacy Day.
- Organised International Environment Day.
- Provided Suggestion for renovation and modification of Computer Laboratory.
- Made suggestion for repairing and construction of footpath in the college campus.
- International multi disciplinary annual research Journal published.
- Preparation of format and maintenance of course plan, departmental activities of the academic session.
- Feed backs of outgoing students are collected and analysed for academic improvement.

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. Completion of construction of New class room	Four new class rooms are ready for students.
b. Construction of digital class/Conference Hall.	Construction of digital class room/conference hall is in progress.
c. Construction of language laboratory.	Construction of language laboratory is in progress.
d. Extension of Girls' Hostel.	Construction of Girls' hostel completed.
e. National workshop will be organised.	Organised 2 state level workshop
f. Thrust given on completion of MRP by teachers within stipulated time.	Reports of Minor Research Project submitted to NERO UGC by the faculty.
g. 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 have arranged health check- up and blood grouping programme.
h. To arrange extension or community development programme.	Different cells/committees and departments of the college organised a large numbers of Extension programme namely- AIDS rally, Anti-Tobacco rally, International Literacy Day, World Environment day, awareness programme. Science forum organised science popularization programme.

i. Admission committee and Examination control committee to be formed.	Admission and examination are conducted smoothly.
j. Special importance to be given in the use of ICT and its infrastructure.	Teachers of the college use power point presentation, smart room etc. in their teaching.
k. To arrange Career Oriented courses, skill development programme and certificate course for the students regularly.	Self-employment ability and skill of the students developed.

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

2.15 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 2016-17 has placed in the meeting of managing 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	3 PG course in Assamese, Education and Political Science under Krishna Kanta Handiqui State Open university.	-	-	-
UG	2	-	-	-
PG Diploma	-	1 (PGDCA)	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	5	2	1	-
Others	-	-	-	-
Total	10	3	1	-
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, PG-3 Subjects, PGDCA
Trimester	-
Annual	4 (certificate course)

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

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

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

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.

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
68	22+11 (vacant)	35	-	-

2.2 No. of permanent faculty with Ph.D.

23

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
-	11	-	-	-	-	-	-	-	11

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest lecture-4

-

Temporary faculty - 08

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	-	3
Presented papers	4	25	-
Resource Persons	-	1	-

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 arranges weekly group discussion, seminar, and interaction on regular basis.
- Smart rooms used for teaching.
- Use of PPT & poster presentation in seminar by students.
- Students as tutor programmes are arranged.
- Workshop on CBCS system was organised to make students aware about the new system.
- Meritorious students invited for organizing department workshops so as to acquaint the students about preparation and performance in examination.

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. As two sessional examinations are held per semester, one was held on the basis of multiple choice questions method.
- d. Self- evaluation of multiple choice question type examination.
- e. Schedule for re examination for weak students is declared in accordance to convenient time.
- f. Answer script of meritorious students are provided to the weak students for consultation.

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

3

2.10 Average percentage of attendance of students

85%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	Simple pass %	Pass %
B.A.6 th Semester	Major- 372	0.3%	29%	38.5%	15%	84%
	General	-	-	-	-	-
B.Sc. 6 th Semester	Major-96	2%	78%	5%		85%
	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 type of state level and institution 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 for 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. The IQAC takes initiative in the preparation of Admission prospectus, Academic calendar, class routine, sessional examination etc. and analyses the students final result, besides taking momentary look into the students attendance and student union election etc. IQAC puts information on the notice board about refresher course, orientation programmes conducted by UGC regularly.

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	-
Orientation programmes	3
Faculty exchange programme	2
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	36
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 promotes research activities among the faculty member of the college. The cell provides information (displays the information on the notice board) and encourages the faculty members for Major Research Project, Minor Research Project, publication of research articles in reputed national and international journals etc. The IQAC of the college encourages the faculty members to participate in Refresher Course, Orientation Course, Short Term Course and Workshops on regular basis. The IQAC publishes a multidisciplinary International Journal with ISSN every year.

Various department of the college organizes field study for students and they are asked to prepare field report. Students seminar and group discussions are organized on regular basis. This type of activities promotes research interest among the students. IQAC encourages the faculty members to pursue 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	8		1916000/-	8
Outlay in Rs. Lakhs			1916000/-	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	13	16	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	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

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

- Faculty members of the department of Zoology arranged a training programme on Vermicomposting at Kuhum Jogonia Gaon and revenue was collected for the college.

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

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

12

3.13 No. of collaborations

International

-

National

-

Any other

-

3.14 No. of linkages created during this year

1

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	-

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
6	-	1	5	-	-	-

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	-
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3.21 No. of students Participated in NSS events:

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

3.22 No. of students participated in NCC events:

University level	-	State level	10
National level	16	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	5	Any other -

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

Department	Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility
Assamese	- Released departmental wall magazine and Journal - Observed Shilpi Divas on 21/1/2017 - Arranged field study for the purpose of the study of Buddhist Aaton community of Kaliani.

- A trip to Kaliani for field study on language and culture of the Aiton Community was held on Feb, 2017



Hand written magazine, project report prepared by students of the Department.



- Organised a Workshop on Drama on 2/2/2017.



	Organised a workshop on, “Mising Folk Dance” on 27th and 28th January, 2017 
Bengali	- Organised a district level workshop on drama held on 2/2/2017 by Director and Artist Biswajit Roy, (Siliguri, WB) - Organised 5 days extension activities in Lakhi Union High school, Jorhat on 7th, 9th, 12th, 16th and 28th September, 2016. - Two days extension activities in the Sree Bharatee High School, Jorhat on 21st and 27th September, 2016. - Organised regular seminar, group discussion, guardian meeting.
Botany	- Arranged field study to Kaziranga National Orchid and Bio-diversity Park on 13th February, 2017. - Organised Quiz competition in Borbheta Public High School on 17th August 2017. - Arranged awareness programme on plantation of “Simarouba glauca” on 8th August, 2017.
Chemistry	- Arranged faculty exchange classes as a part of Extension Education in Chemistry for the students of class IX and X standard in Borbheta High School and in D.C.B. Girls’ High School in the month of April, 2017. - National Science Day was observed on 28 Feb., 2017 in D.C.B. Girls’ High School.

	National Science Day Celebration 2016  • Dr. Dilip Chandra Bora, faculty member of Chemistry Department was awarded with the Organic Linkage award by Govt of Assam, on 5th September, 2016
Education	• Arranged Welcome Desk for new students on 28th, 29th & 30th July, 2016 • Group Discussion, Seminar Paper Presentation, Sessional Examination are organised on regular basis by of the Department. • Arranged Guest lecture programme on 18th and 19th September, 2016 on “Micro Teaching: Theory Practice”, by Prof. B. Handique of PGT college.  • Released “UNMILLAN” Departmental Journal on regular basis.

	- Arranged field Study and socio- economic survey at Durgapur Kaziranga Area on 29th January 2017.  - Arranged Environmental Awareness programme at Durgapur Area on 29th January 2017 - Teacher Exchange Programme engaged by a teacher of the department of Zoology department.  - Organized World Literacy Day on 8th September, 2016 at Borbheta Public High school.
Economics	- Organised a talk on “Implication of GST in Indian Tax” by M.K. Bordoloi, C.A. on 31st August 2016 - Departmental news letter.”Mirror” was released on 25/1/2017

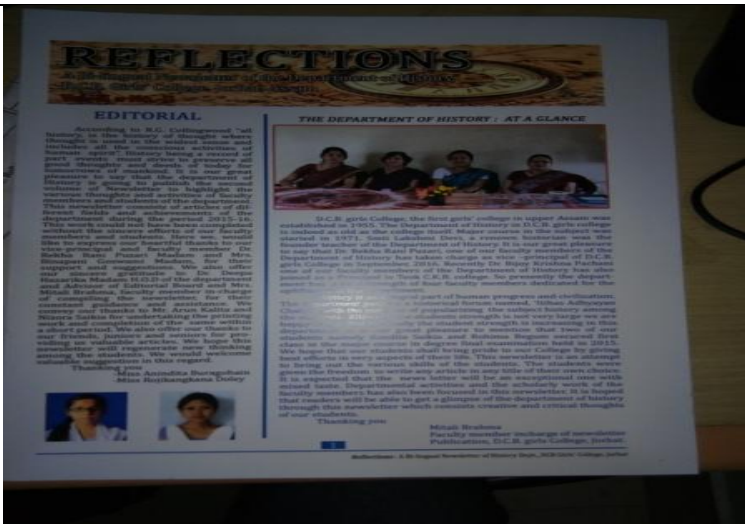
- An environmental study tour to Hatisali of Kohora was led by Dr. Tultul Devi, Dr. Lokesh Boro and Pallabi Thakur on 5.2.2017.



- One day Workshop on "Cashless Transaction" was organized by the department on 13.02.2017. It was conducted by Dhurbajyoti Dutta, Deputy Manager, SBI and Atanu Boruah, Chief Manager, SBI.



English	- Talk on “Understanding Post-colonialism -Issues and Concept” was organised on 17/3/2017.  - Organised at 370 No. Namchungi Lower Primary School a programme on “Hygiene and Education cum Awareness on Sukanya Samriddhi Yojana” under Beti Padhao Beti Bachao on 1st September, 2017. - Arranged an awareness programme on “SWAYAM”, a free online course of the Ministry of Human Resource Development (MHRD), Govt. of India, on 4th September, 2017. - Prof B.M. Hazarika, faculty member of the English Department was awarded with the Organic Linkage award by Govt of Assam, on 5th September, 2016
Geography	- Arranged field study and report prepared accordingly. - Arranged Educational tour to Kolkata and Digha accordingly from 21st to 30th January, 2017
History	- Organised a departmental talk on 9th August 2016 - Released annual news letter on 15th November, 2016

	 • Farewell programme organised by the students of 6th semester to bid farewell for Dr.B.K.Pachani on 6th September, 2016 • Organised a talk on Indian Historiography on 16th March, 2017. • Organised a lecture programme on “Reconsidering the Indian Drain theory-A Study of the town of Jorhat through Philanthropy, Development and contrasting Narrative”, was delivered by Hemango H’wale, a M.Phil student of Jamia Milia Islamia University, New Delhi on 28th June, 2017 
Mathematics	• Prof Kukila Goswami, faculty member of the department of Mathematics was awarded with the organic linkage award by Govt of Assam, on 5th September, 2016 • Sri Manoj Bora Assistant professor of JIST Jorhat engaged classes under faculty exchange Programme on 9th to 11th February, 2017. • Observed National Science Day on 28/2/2017.
Philosophy	• Observed International Yoga Day on 21st June ,2016 • Organised Teachers’ Day on 5th September, 2016.

- Participated in the flood relief camp on 06/08/2016



- Released departmental Journal on 1st August, 2016.
- Survey on participation of gaon panchayat administration at Khongia Gaon Panchayat on 9th September, 2016.



	Guest lecture programme on “Sexual Harassment in Higher Level Educational Institution” on 6/10/2016 
Physics	- Dr. M. Barua and Prof. S.N. Dowerah, faculty members of the department attended a workshop on CBCS with special reference to B.Sc. Physics (Major and Non-Major) syllabus under Dibrugarh University, organised by IQAC and Department of Physics of Sivsagar college and Digboi college. - Dr. Sutapa Bhattacharyya, faculty member of the department of Physics Department was awarded with the Organic Linkage award by Govt of Assam, on dated 5th September, 2016
Zoology	- Observed National Science Day - Arranged a training programme on Vermi composting at Kuhum Jogonia Gaon, Jorhat on 25/1/2017.  TRAINING PROGRAMME ON “VERMICOMPOSTING” AT KUHUM JOGONIA GAON, JORHAT

- Organised awareness programme on AIDS and Blood Grouping camp at Jorhat Polytechnic High School on 29/3/2017 and DCB Girls' High School on 31/3/2017



- Arranged a Science Exhibition on 7th to 10th January, 2017





	Prof Dipali Bhagawati, faculty member of the Zoology Department was awarded with the Organic Linkage award by Govt of Assam, on 5th September, 2016
Science Forum	National Science Day was observed on 28 February., 2017 in D.C.B. Girls' High School. On that occasion, Extempore Speech and Art completion were held. Students from D.C.B. Girls' High School participated in it. 

- The Science forum of the college received Organic Linkage award offered by the Department of Higher Education, Govt of Assam, on the occasion of Teachers Day on 5th September, 2017



Women's studies Cell

- Organised one day workshop on “Women’s Right and Gender Relation” on 20/6/2016



- Observed International Women’s Day and Children’s day.



- Awareness programme on Gender sensitization and Sexual harassment of Women held on 24th March 2017.

Hindi

Arranged group discussion, seminar presentation, internal examination etc.

Computer Science	Organised computer training for teaching and training non- teaching staff and training on use computer voting machines in the students union election 
National Service Scheme (NSS)	- Flood relief was provided in association of teachers unit of the college in the flood affected area of greater Malow pathar on dated 6/8/2016  - Celebrated Environment day on 5th June, 2017 

- Cleanliness drive in the Basti area of Mariani Tea Estate on 16/12/2016
- Swacch Bharat : Nirmal Chauhad was organised in the college on the occasion of Gandhi Jayanti, on 2nd October, 2016.



- Organised an interactive session with the Forest man of India, Padmashree Jadab Payeng on 6/2/2017.
- Arranged Mock- Drill for Rescue and Restoration in case of disaster like Earth-quake, fire etc.



National
Cadets Corps
(NCC)

- Sixteen number of NCC cadets participated in the National Camp held in different parts of the country.
- Dipika Bora, a NCC cadets of our college was selected to participate Special camp.

Eco cell	Observed World Environmental Day on 5th June , 2016 
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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	6.5 (In acre)	-	-	6.5 (In acre)
Class rooms	39	4	Govt.	43
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
Digital class room	-	1 (ongoing construction)	Govt.	1
Language lab	-	1 (ongoing construction)	Govt.	1
Conference room	-	1 (ongoing construction)	Govt.	1

4.2 Computerization of administration and library

- Software for university library (SOUL) has been installed which is based on requirements of college and university libraries. The software is compliant to international standards for bibliographic formats, networking and circulation protocols. Software was designed to automate all book keeping operations in a library.
- The latest version of the software SOUL 2.0 has been installed and it has been used by the college since 2016.
- The college library has an institutional repository using software D Space. The whole campus including administrative building are under digital library Wi-Fi
- Internet with Wi-Fi is available. The service providers are BSNL and JIO.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	25323	---	354	100000/-	25677	-
Reference Books	1081	18200/- (Gift) 3000/-	18	6000/- (Gift) 1000/-	1099	-
e-Books	388000	N list	3135809	N list	3523809	N list
Journals	J=39 M=42	69,000/-	J=12 M=14	23000/-	J=51 M=56	92,000/-
e-Journals	24000	N list	6237	N list	30237	N list
Digital Database	-	-	195	-	195	-
CD & Video	2	100	6	300/-	8	400
Others (specify)	Manuscripts-24	-	Manuscripts-6	-	Manuscripts-30	-

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	10	0	0	0	0	0	0	-
Total	108	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 conducted training programme of computer application among the teaching and non teaching staff.
- Computer department organised training programme for the teacher on the uses of smart rooms in teaching –learning, PPT presentation etc.
- Provided Wi-fi facilities

4.6 Amount spent on maintenance in lakhs :

i) ICT	14.82
ii) Campus Infrastructure and facilities	11.2
iii) Equipments	1.07
iv) Others	1.02
Total :	28.12

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Notification for NCC training and campaigning are provided to the students.
- College websites are up-to-dated.
- Creates awareness about students aid funds for poor students.
- Importance of the different certificate courses of the college are informed to the students.

5.2 Efforts made by the institution for tracking the progression

Following efforts are made by the college for tracking progression

- Minimum 75% attendance mandatory for the students.
- Students feedback related to teachers, course of study, administration of the college, office staff etc are prepared and collected.
- Remedial measures for academically weak students.
- Student Seminar paper presentation, group discussion are arranged.
- Sessional examination, class test are used as a measure.
- Semester monitoring committee analysed the final semester result of the college and takes initiatives.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1613	--	--	

(b) No. of students outside the state

5

(c) No. of international students

00

Men	No	%
	-	-

Women

No	%
1613	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
846	86	84	522	-	1538	773	106	95	639	0	1613

Demand ratio 1:24

Dropout % 0.01%

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

- Spoken English classes are held.
- Training programme are conducted by Career Counselling Cell.

No of students beneficiaries

150

5.5 No. of students qualified in these examinations

NET	---	SET/SLET	---	GATE	---	CAT	---
IAS/IPS etc	---	State PSC		UPSC	---	Others	

5.6 Details of student counselling and career guidance

- Career counselling & Guidance cell of college organises placement programmes on regular basis.

No. of students benefitted

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
-	-	-	-

5.8 Details of gender sensitization programmes

- Organised one day workshop on “Women’s Right and Gender Relation ” on dated 20/6/2016
- Observed International Women’s Day and Children’s day on regular basis.
- Awareness programme on Gender sensitization and sexual harassment of Women held on 24th March 2017.

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

- Bristi Gogoi secured 1st Position in Taekwondo in 3rd students Olympic National games 2016-17 (52 KG category) held in Haridwar Uttarakhand, India.
- Rimpay Baruah secured 1st Position in Karate in 3rd students Olympic National games 2016-17 (52 KG category) held in Haridwar Uttarakhand, India.

International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	72	105700/-
Financial support from government (Post metric scholarships)	SC-124	589868/-
	ST-N/A	Directly disbursed by the Bank
	OBC-126	Directly disbursed by the Bank
Financial support from other sources	Ishan Uday-59	3,18,600/-
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 faculties in some departments 2) To open General Knowledge study centre/Information Centre.	1) Part-time teachers were allotted as far possible. 2) Assured to open.

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 and result, students' attendance etc and displays the information on the notice board.

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

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

- The departments organise class-room teaching by inviting faculties from other colleges
- Students as tutor programme is organised.
- Seminar, group discussion, Field study and report writing are conducted.
- Course plan is prepared on regular basis.
- Use of smart room.
- Teaching with alumni are arranged.
- Use of Laboratory
- Workshop on Research methodology was organised by the department of History for students.

6.3.3 Examination and Evaluation

- College conducts two internal sessional examinations for every semester.
- Continuous evaluation is done by each department of the college.
- Answers scripts of internal examination are interchanged among the students and they are given responsibility of evaluation.

6.3.4 Research and Development

- Organises national/International/ state level seminar/ workshop and publishes Research Journals.
- Encourages the teachers for Minor and Major research projects.
- Grants duty leave for participation in the national/international seminar/work shop etc. in the different places of country.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- CCTV facilities are provided.
- Separate reading room for teachers and students are provided.
- Construction of Language lab is going on.
- Construction of Conference hall is nearing completion.
- Construction of New girls' hostel has been completed.

6.3.6 Human Resource Management

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

6.3.7 Faculty and Staff recruitment

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

6.3.8 Industry Interaction / Collaboration

NIL

6.3.9 Admission of Students

According to merit of the students by following the reservation policy of the government of Assam.

6.4 Welfare schemes for

Teaching	MB Fund and Aid Fund
Non teaching	MB Fund and Aid Fund
Students	Poor students aid and Book Bank

6.5 Total corpus fund generated

1,0610417/-

6.6 Whether annual financial audit has been done

Yes



No

☐

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

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

6.8 Does the University/ Autonomous College 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 gives contribution (if required)
- Some Guest lecture programme are done by Alumni.
- Alumni association participates in the development programme of the college,
- Alumni from different part of the country and from abroad interact with the teachers and students of the college.

6.12 Activities and support from the Parent – Teacher Association

- Parent Teacher meetings are organised by the various departments of the college in a year.
- In the meeting students' attendance, result of progression 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.
- Non- teaching staff are given ICT training once a year.
- Organises programmes for the mental and physical well being of the office staff.

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

- NSS wing of the college maintains cleanliness of the college.
- Plantation and Environment awareness programmes are conducted by Science Forum of the college.
- Dustbin are regularly cleaned for maintenance of cleanliness.

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.

- Guiding students on how to write and present seminar paper at Regional/National /International seminar.
- Use of ICT in teaching and learning process.
- Share study materials with students.
- A faculty member of the computer science department of the College has introduced Computer Voting system.
- A faculty member of the computer science department of the college has developed a soft ware to prepare class routine.
- For maintaining transparency, the entire admission process is displayed through LCD projector.

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

- Observed Diabetes Awareness Camp,
- Observed Children's Day,
- Observe International Women's Day
- Awareness programme on Gender sensitization and sexual harassment of Women was organised.
- Freshmen social held.
- Group Discussions were held.
- Seminars conducted.
- Sessional Examinations held.
- Remedial classes for academically weak students conducted.
- Wall Magazine of a number of departments released.
- Departmental Journal released.
- Extension Activity-Field Study and social survey conducted.
- Organized World Literacy Day.
- Skill development programmes were held.
- Student as a Tutor programmes were conducted.
- A Rally on Road Safety Week organised,
- Talk on Understanding Post-colonialism organised,
- Observed National Science Day
- Extension activity in Kalyani High School was conducted.
- Blood grouping programme was done.
- AIDS related programme was arranged.
- Organised talk on "Implication of GST in Indian tax.
- Organised one day workshop on cashless transaction
- Organised Departmental talk
- Forum meeting were held.
- Released annual News Letters of various departments.
- Health check up programmes organised.

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

- Guiding students on how to write and present seminar paper at regional/national/international seminars.
- Share study materials with students

****Provide the details in annexure (annexure need to be numbered as 4.1., 4.2.)***

7.4 Contribution to environmental awareness / protection

- Observed World Environmental Day
- Organised awareness programme on environment

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

- To organize National seminar and workshop.
- To organise extension activities.
- Digitalization of the college Library and administration block.
- To Send Proposal to Dibrugarh University to start PG courses.
- Construction of Conference Room is to be completed.
- Construction of Language laboratoty should be completed.
- Construction of new classrooms to be completed as early as possible.

Name - DR.SUBHASH CHANDRA DAS



Signature of the Coordinator, IQAC

Name- DR.JINAMONI BHUYAN



Signature of the Chairperson, IQAC

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Abbreviations:

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

ACADEMIC CALENDAR

2016-2017



Estd. - 1955

DEVICHARAN BARUA GIRLS' COLLEGE
 NAAC Accredited "A" Grade Institution
 Jorhat

Date(s)	Contents	No. of Days		Remarks
		T.D.	W.D.	
1.8.16	COLLEGE FOUNDATION DAY	1	1	Attendance Compulsory
2.8.16 to 6.8.16	Regular classes	5	5	
7.8.16	Sunday			Holiday
8.8.16 to 13.8.16	Regular classes	6	6	
14.8.16	Sunday			Holiday
15.8.16	INDEPENDANCE DAY			Holiday
16.8.16 to 20.8.16	Regular classes	5	5	
21.8.16	Sunday			Holiday
22.8.16	TITHI OF SRISRI MADHAVDEVA			Holiday
23.8.16 to 24.8.16	Sessional Exam. for 1 st , 3 rd and 5 th sem.	2	2	
25.8.16	JANMASTAMI			Holiday
26.8.16 to 27.8.16	Sessional Exam. for 1 st , 3 rd and 5 th sem.	2	2	

60 Years of Women Education

6

Academic Calendar

ACADEMIC CALENDAR

2016 - 2017

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

Date(s)	Contents	No. of Days		Remarks
		T.D.	W.D.	
1.6.16 to 4.6.16	Regular classes	4	4	3 rd & 5 th Semester and H.S. 2 nd year
5.6.16	Sunday			Holiday
6.6.16 to 11.6.16	Regular classes	6	6	
12.6.16	Sunday			Holiday
13.6.16 to 18.6.16	Regular classes	6	6	
19.6.16	Sunday			Holiday
20.6.16 & 25.6.16	Regular classes	6	6	
26.6.16	Sunday			Holiday
27.6.16 to 30.6.16	Regular classes	4	4	
1.7.16 to 31.7.16	Semester End Vacation			Holiday

8

Academic Calendar

Date(s)	Contents	No. of Days		Remarks
		T.D.	W.D.	
28.8.16	Sunday			Holiday
29.8.16 to 2.9.16	Regular classes	5	5	
3.9.16	TITHI OF SRI SRI SANKARDEVA			Holiday
4.9.16	Sunday			Holiday
5.9.16	TEACHER'S DAY CELEBRATION	1	1	Attendance Compulsory
6.9.16 to 10.9.16	Regular classes	5	5	
11.9.16	Sunday			Holiday
12.9.16	ID-UZ-ZUHA			Holiday
13.9.16 to 17.9.16	Regular Classes	5	5	
18.9.16	Sunday			Holiday
19.9.16 to 23.9.16	Regular Classes	5	5	
24.9.16	STUDENT'S UNION ELECTION	1	1	Attendance Compulsory

60 Years of Women Education

Date(s)	Contents	No. of Days		Remarks
		T.D.	W.D.	
25.9.16	Sunday			Holiday
26.9.16 to 1.10.16	Regular classes	6	6	Group Discussion and Seminar for 1 st , 3 rd & 5 th Semester
2.10.16	Sunday			Holiday
3.10.16 to 7.10.16	Sessional Exam.	5	5	1 st , 3 rd & 5 th Semester
8.10.16 to 11.10.16	DURGA PUJA AND JANMOTSAV OF SRI SRI SANKARDEVA			Holiday
12.10.16 to 14.10.16	Regular Classes	3	3	
15.10.16	LAKSHMI PUJA			Holiday
16.10.16	Sunday			Holiday
17.10.16	KATI BIHU			Holiday
18.10.16 to 22.10.16	Regular Classes	5	5	
23.10.16	Sunday			Holiday
24.10.16 to 28.10.16	Study Leave for 1 st , 3 rd & 5 th Semester Students		5	

60 Years of Women Education

Date(s)	Contents	No. of Days		Remarks
		T.D.	W.D.	
29.10.16	DIPAWALI			Holiday
30.10.16	Sunday			Holiday
31.10.16	Study Leave			
1.11.16 to 30.11.16	End Semester Exam.		24	Test Examination of H.S. 2 nd Year
1.12.16 to 31.12.16	Semester End Vacation			
1.1.2017	Sunday			Holiday
2.1.17 to 7.1.17	Regular Classes	6	6	
8.1.17	Sunday			Holiday [Picnic of Teaching & Non-Teaching Staff of the College]
9.1.17 to 13.1.17	Regular Classes	5	5	
14.1.17 & 15.1.17	MAGH BIHU			Holiday
16.1.17 to 21.1.17	COLLEGE WEEK	3	6	

60 Years of Women Education

Date(s)	Contents	No. of Days		Remarks
		T.D.	W.D.	
22.1.17	Sunday			Holiday
23.1.17 to 25.1.17	Regular Classes	3	3	
26.1.17	Republic Day			Holiday
27.1.17 & 28.1.17	Regular Classes	2	2	
29.1.17	Sunday			Holiday
30.1.17	Regular Class	1	1	
31.1.17	Me-Dam-Me-Phi			Holiday
1.2.17	SARASWATI PUJA			Holiday
2.2.17 & 4.2.17	Regular Classes	3	3	
5.2.17	Sunday			Holiday
6.2.17 to 11.2.17	Regular Classes	6	6	
12.2.17	Sunday			Holiday
13.2.17 to 18.2.17	Regular Classes	6	6	
19.2.17	Sunday			Holiday

60 Years of Women Education

Date(s)	Contents	No. of Days		Remarks
		T.D.	W.D.	
20.2.17 to 25.2.17	Sessional Exam.	6	6	2 nd , 4 th & 6 th Semester
26.2.17	Sunday			Holiday
27.2.17 to 4.3.17	Regular Classes	6	6	
5.3.17	Sunday			Holiday
6.3.17 to 11.3.17	Regular Classes	6	6	
12.3.17	Sunday			Holiday
13.3.17 to 18.3.17	Regular Classes	6	6	
19.3.17	Sunday			Holiday
20.3.17 to 25.3.17	Regular Classes	6	6	
26.3.17	Sunday			Holiday
27.3.17 to 1.4.17	Regular Classes	6	6	Group Discussion and Seminar
2.4.17	Sunday			Holiday
3.4.17 to 8.4.17	Sessional Exam.	6	6	2 nd , 4 th & 6 th Semester

60 Years of Women Education

Date(s)	Contents	No. of Days		Remarks
		T.D.	W.D.	
9.4.17	Sunday			Holiday
10.4.17 to 12.4.17	Sessional Exam.	3	3	2 nd , 4 th & 6 th Semester
13.4.17 to 16.4.17	BOHAG BIHU			Holiday
17.4.17 to 22.4.17	Regular Classes	6	6	
23.4.17	Sunday			Holiday
24.4.17 to 29.4.17	Regular classes for H.S. 2 nd Year	6	6	
30.4.17	Sunday			Holiday
1.5.17	MAY DAY			Holiday
2.5.17 to 31.5.17	End Semester Examination			

N.B. : Date of Freshers Social will be notified in the second week of August 2016.

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

Analysis of the feedback of Alumni

A sample of 100 Alumni was taken for collecting feedback of alumni. Out of the total 80% of the Alumni was found to be employed in various organisations/Institutions. 10% of them are seen self employed while 10% are house wives.

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

Analysis of the feedback of Employers

A sample of 100 employers was taken for collecting feedback about the college. Out of the total it was found that 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 88% 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 students' feedback, it is found that 90% of students are happy with the present syllabus of their course.
- 70% of students of the college provided their responses that 75% syllabus are completed in the session.
- 70% of the students are satisfied with the academic activities of the department.
- 80% of the students have ambition to pursue higher studies after their graduation.
- 70% students are happy with the present examination and evaluation system.
- 75% of students are happy with the administrative activities of the college..
- 65% students revealed that they are happy with the facilities of Library.
- 50% students are happy with computer and Internet facilities.
- 70% students are not happy with the common room and canteen facility.
- 20% of the students complain about the cleaning problems of the Toilets.

Best Practices-1

**Title of the Practice: Guiding students on how to write seminar papers at
Regional/National/International seminars**

Goal:

The practice is designed to equip the under graduate students with knowledge and skill to prepare and present seminar papers in different levels and situations. It develops self-confidence and inquisitiveness in the minds of the students.

The Context:

Seminar paper is one of the important forms of academic writings of higher education. It is an academic and intellectual exercise that helps in enrichment of knowledge. While preparing a seminar paper, certain methodology is required to follow. The pattern of preparing seminar paper differs according to the nature of research problem. The writing style of seminar paper also differs in case of theoretical/conceptual aspects, field based/survey based and experimental based aspects. Therefore, It is very essential to train up the under graduate and post graduate students to prepare a seminar paper. In the present academic system, the presentation of seminar paper is added into an academic course which is under the purview of internal evaluation of higher educational institutions both at under graduate as well as post graduate level.

The Practice:

This idea is evolved at the Meeting of Innovation and Best Practices of IQAC along with the IQAC Coordinator. Accordingly, it was approved and responsibility was entrusted to the Innovative Practices Cell for putting it into practice. They organized workshops for the under graduate students (B.A & B.Sc. Semester Students) specially for the First Semester Students with the help of invited Resource Persons within and outside the college. In the workshop, both theoretical and practical aspects were focused.

Evidence of Success:

The evidence of success is reflected from the students' point of view and as they put their feedback positively after completion of the workshop. They are able to present their seminar paper at the concerned departments very systematically and precisely. Besides departmental seminars, most of the departments of the college send their selected students to participate at the students seminars organized by the different nearby colleges in time to time. Most of the students are able to get award of best paper presenter at the students seminar organized by nearby different institutions. Some students also participated in the national seminars, workshop organized by our college and other nearby colleges.

Problems Encountered and Resource Required:

Some problems are encountered in successful implementation of this practice. Most of students are not well conversant with power point presentation of seminar paper and do not come forward willingly for presentation. There are also limitations in our college in terms of shortage of slide projector facilities.

Best Practices-2

Title of the Practice: Share study materials with the students

Goal:

This practice is designed to provide proper study materials to the students in the form of hard copy as well as soft copy and to mitigate the problems of shortage of learning materials and resources.

The Context:

Generally it is observed that the Under Graduate students face the problems of unavailability of proper learning materials and resources according to the prescribed syllabus prepared by the university. As the university allows both Assamese Medium and English Medium, both medium of instruction are required to be used in classroom transaction. The text books of different stipulated papers covering whole syllabus are not available in the market and the students become helpless in collection of required learning materials and resources.

The Practice:

This practice is conceived at the meeting that was held between the Innovation and Best Practices Cell and the Coordinator of IQAC. At the meeting, some ways and methods of disseminating information, transmission of study materials were chalked out. Accordingly, these methods are applied for providing learning materials to the needy students. All the heads and faculty members of the respective department of the college are requested to provide the study materials in the form of hard copy or soft copy to the students as far as possible. Accordingly they are imparting full support and cooperation in this regard. The study materials that are provided to the students in the form of Text Books, personally prepared notes, Downloaded PDF File & Article from the Internet, E-Journal etc. Most of the departments have created a Whatsapp Group among the Departmental Students for sharing the study materials. The study materials are also sent to the students through E-mail.

Evidence of Success:

This practice is able to bring about positive impact on teaching-learning process. The success of this practice is reflected on the academic achievement of the students as it accelerates the trend of passed percentage in the final examinations. A lot of students are getting first class in the B.A/B.Sc. Final examinations.

Problems Encountered and Resource Required:

Generally, the Departments having large number of Major Students (More than 60) facing problems in distribution of study materials to the students. Sometimes it stands as a hindrance in providing equal educational opportunities to the students of the concerned department. Due to frequent network problems it is difficult to forward the study materials in the form of soft copy through E-mail. The economic conditions of some students are not sound enough for which they are unable to purchase a smart phone that are required for transaction of study materials through Whatsapp.