YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution DEVICHARAN BARUA GIRLS COLLEGE

- Name of the Head of the institution: Dr. Jinamoni Bhuyan
- Designation: Principal
- Does the institution function from its own campus?: Yes
- Phone no./Alternate phone no.: 03762371031
- Mobile No: 9435092144
- Registered e-mail: devicharan1@yahoo.com
- Alternate e-mail: jinajrt@gmail.com
- Address: K.K.Barua Road, P.O. Jorhat, Pin: 785001
- City/Town: Jorhat
- State/UT: Assam
- Pin Code: 785001

2.Institutional status

- Affiliated / Constitution Colleges
- Type of Institution: Women
- Location: Urban

- Financial Status — **UGC 2f and 12(B)**

- Name of the Affiliating University — **Dibrugarh University**
- Name of the IQAC Coordinator — **Dr. Momi Dutta Kotoky**
- Phone No. — **03762371031**
- Alternate phone No.
- Mobile — **8011620745**
- IQAC e-mail address — **iqacdcb55@gmail.com**
- Alternate e-mail address — **momiduttakotoky@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year) — https://dcbgirlscollegejorhat.org/IQAC/AQAR%202019-2020.pdf

4.Whether Academic Calendar prepared during the year? — **No**

- if yes, whether it is uploaded in the Institutional website Web link: — https://dibru.ac.in/wp-content/uploads/2020/12/NOTIFICATION-of-Academic-Calendar-for-the-General-Degree-Colleges-Institute-affiliated-to-permitted-by-Dibrugarh-University-for-the-period-from-January-2

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 3	B+	2.59	2019	15/07/2019	14/07/2024

6.Date of Establishment of IQAC — **03/07/2003**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
D.C.B. Girls' College, Jorhat	RUSA	Central Government	2021	22606
D.C.B. Girls' College	DHE Excursion	State Government	2021	100000
D.C. B. Girls' College	DHE Lab. Equipment	State Government	2021	200000

8.Whether composition of IQAC as per latest NAAC guidelines Yes

- Upload latest notification of formation of IQAC — View File

9.No. of IQAC meetings held during the year 4

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? Yes

- If No, please upload the minutes of the meeting(s) and Action Taken Report — View File

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? No

- If yes, mention the amount

11.Significant contributions made by IQAC during the current year (maximum five bullets)

• Organized awareness programme on Covid 19 and distributed hand sanitizers at K.K.Barua Road and different locations of A.T. Road, Jorhat with the help of Department of Chemistry and Teaching and non-teaching staff of the college before the National Lockdown. • Institutionalized online teaching through the video conferencing

platforms like Zoom, Google Meet, Sysco Webex etc. Whatsapp and Google Classroom were also used as a means of deliberations, material sharing, creating assignments etc. • Organized Series of Webinars on issues of teaching learning and evaluation, NEP etc. • Conducted Offline classes by following the Covid protocols and the SOPs issued by the Health and Family Welfare Department, Government of Assam. • Organization of Programmes on Azadi ka Amrit Mohotsav and Fit India Programme. • Prepared the AQARs for the academic sessions viz. 2018-2019, 2019-2020 and 2020-2021 and submitted to NAAC

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
a. To create an environment of teaching- learning and research.	The IQAC shouldered the task of completion of the course through online learning system and completed the process of internal assessment and evaluation through online mode. Though the institution had no online learning management system yet the teachers used the platforms like Whatsapp, Zoom, Google Meet, Google Classroom etc and helped the students to accommodate with the new normal situation.
b. Community Outreach Programme and institutional social responsibility	A number of Community Outreach Programme had been carried out in neighbouring areas by Women Study Cell, Alumni Association, NCC, NSS and various departments of the college before the beginning of the pandemic and in 2021.
c. Thrust on publication of Research papers/ Articles, Books etc.	Faculty members have published papers in various ISSN/ISBN, Peer Reviewed Journals. A number of text books have been published by the teachers in domain areas to meet the demands of the revised syllabus of the

	CBCS Course introduced by the University.
d. Submission of AQARs	The IQAC prepared the AQARs for three academic sessions viz 2018-2019, 2019-2020 and 2020-2021 and submitted to NAAC.
e. To organize programmes on Azadi Ka Amrit Mahotsav and Fit India Programme.	The IQAC requested the NSS, NCC unit of the College and various departments and cells and committees to work for that purpose. A number of programmes had been organized for those purposes.

13.Whether the AQAR was placed before statutory body? Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	11/08/2021

14.Whether institutional data submitted to AISHE

Part A	
Data of the Institution	
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	demands of the revised syllabus of the CBCS Course introduced by the University.
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- Name of the statutory body

Name	Date of meeting(s)
Governing Body	11/08/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020	13/08/2020

15.Multidisciplinary / interdisciplinary

The college has introduced the Choice Based Credit System(CBCS) since 2019 on the basis of the reulation of Dibrugarh University. Multidisciplinary PGDCA course has been introduced from August 2017. Certificate course on Information Technology has been introduced as multidisciplinary certificate course since 2016. Interdisciplinary certificate course on Primary Education has been introduced since 2016. Interdisciplinary add on certificate course on Wildlife Photography and Science Communication has been introduced since November 2021.

16.Academic bank of credits (ABC):

The institution plans to open an academic bank of credits by December 2022.

17.Skill development:

The institution has been trying to impart education for skill development. In 2020-2021 the institution has introduced and organized the following skill development programmes: Certificate Courses: Multidisciplinary PGDCA course has been introduced since August2017. Certificate course on Information Technology has been introduced as multidisciplinary certificate course since 2016. UGC Sponsored certificate course on Primary Education has been introduced since 2016. Interdisciplinary add on certificate course on Wildlife Photography and Science Communication since November 2021. Programmes Organized: D.C.B .Girls' College, Women's Studies Cell organised "A Seven Day Workshop on Self Defence" in collaboration with IQAC and Students Union from 06.12.2021 to 12.12.2021. Yoga Cell of D.C.B .Girls' College, in collaboration with NCC unit organised a Short Term Yoga Course from 23.12.2021 to 29.12.2021, for the physical and mental development of the students of the college. A Five Day Workshop on Bird Identification & Bird Counting Skill was organized by NSS in collaboration with NCC and Students Union of the college from 29th Nov. to 3rd Dec. 2021.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The institution offers Honours in Assamese Literature for UG students. There is the provision for linguistic teaching in Bengali. The institution offers honours in Bengali Literature. The institution also offers opportunity to study Sanskrit literature and language both in H.S. and UG courses. The institution offers Hindi as a subject of Modern Indian Language for the students of both H.S. and UG courses. Specific papers on Indian Traditions and Culture are there in the Honours courses of the department of Philosophy and History. The papers on Indian Political Traditions are also taught in Political Science (honours) course. The college offers both Assamese and English as medium of instruction.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The Institution provides the appropriate space in the institutional website to state the Programme Outcomes and Course Outcomes offered by the College. The results of end semester examinations are recorded and evaluated periodically for assessing the outcomes of the courses and programmes. The

institution keeps record of the student's progression to Higher Education and their engagement in jobs. The Carrier Counselling Cell organizes specific programmes for carrier orientation. Measures are taken to make the curriculum job-oriented by providing training/ market informations/field study etc. besides the present curriculum.

20.Distance education/online education:

The institution offers M. A. in Assamese, Political Science and Education in distance mode through Krishna Kanta Handiqui State Open University.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	18

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	1580

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	276

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	427

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**63**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**65**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**43**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**2562634**
4.3 Total number of computers on campus for academic purposes	**116**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The entire course curriculum for degree programme of the institution is designed by following the University Guidelines. However,the curriculum for certificate courses are designed by the

institution. The planning and documentation is done accordingly;

Planning:

1. Council of the Head of the Departments(HODs) – The Council of the HODs decides the various academic and the nonacademic programmes to be carried out in each semester.

2. Annual Prospectus – Information about the admission process and courses offered are disseminated through the prospectus.

3. Academic Calendar – The schedule for the entire year is prepared in the academic calendar.

4. Class Routine: The routine committee prepares the master time table for both even and odd semesters seperately.

5. Teachers Diary – The faculty members maintain a teacher’s diary for day to day activity.

6. Assignments – The students are consistently evaluated by allotting assignments.

7. Class Test – Regular class tests and surprise tests are conducted at the completion of each unit by the concerned faculty.

Implementation:

To ensure effective curriculam delivery,the institution follows the methods of Guest Lecture, Parent-Teacher Meet,Self-Evaluationof the Students, Field Trips, Departmental and Inter-Departmental Seminars, Language Laboratory and Uses of Information and Communication Technology (ICT) etc.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://dcbgirlscollegejorhat.org/timetable.php

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Since, the College is affiliated to Dibrugarh University it is

obliged to adhere to the Academic calendar prepared by the University in letter and spirit. The Academic calendar which is posted in the University website is widely circulated to the Departments by the IQAC of the College and the same is also uploaded in the College website. In accordance with the Academic calendar, sessional tests are organised and monitored by the Examination Committee of the College. Continuous internal assessment is also done based on the norms and time frames mentioned in the Academic calendar. The directives of the Academic calendar are also informed and discussed in the staff meetings headed by the Principal of the College from time to time. To ensure quality academic standards, transparency in procedures is maintained. Although there is little that the College can do on its own other than adhering to the directives of the Academic Calendar, however, there are some assessments that the Departments conduct to ensure quality academic standards. These include- holding regular class tests to assess learning aptitude of the students, organising quizzes on topic covered in respective departments within a month, holding frequent group discussions.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://dibru.ac.in/wp-content/uploads/2021/11/Academic-Calendar-University-for-Dibrugarh-University-and-Colleges-offering-PG-Programmes-2021-22-From-October-2021-to-August-2022.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

2

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

4

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

119

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

73

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

DCB Girls College , Jorhat always adheres to its mission and vision of empowering women folk. The need for overall development of women has never been overlooked while imparting education. With this aim in view attempt has been made to cater to the issues of gender , environment and sustainability.

Being affiliated to Dibrugarh University the teachers representing the college in the Board of Studies of the university brings to fore the necessity of the above issues to be included in the curriculum.

The courses like Geography, Education, History, Political Science, Botany and Zoology has the papers with these issues with distinctly allotted credits and these are clearly described in the programme and course outcome of the syllabus.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

8

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

299

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://dcbgirlscollegejorhat.org/PDFs/Feedback%20Report%202020-2021.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

890

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

192

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Strategies adopted to assess the learning levels:

- **Regular Class tests are organized.**
- **Two sessional examinations held in each semester also help to identify the weaker students.**
- **The teachers also identify the slow learners from the Group discussions.**
- **Students are required to submit home assignments through which their writing skills are assessed.**

Strategies adopted for the slow learners to improve their comprehension levels and selfconfidence:

- **Special chances are given to repeat their examinations.**
- **Students, with poor performance in group discussion and seminars are given special guidance by the teachers.**
- **Special tutorial and remedial classes are organized.**
- **Answer scripts of the meritorious students are shown to the weaker students .**
- **Slow learners are taken care of by their mentors for personal guidance.**
- **The question papers of the external examinations of previous years are discussed in the classes.**
- **Organizes special programmes for time management and paper writing skills.**

Strategies adopted for advanced learners:

- **Extra reference books are provided for advance studies.**
- **Encourages to participate in workshops and seminars.**
- **Special career guidance and counseling programmes are organized.**
- **Teachers supervise them to prepare research papers, project reports etc .**
- **The departments organizes “Students as Tutor Programme” .**

- **Special merit fellowships are granted from the college.**

File Description	Documents
Link for additional Information	https://dcbgirlscollegejorhat.org/timetable.php
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1580	**63**

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Experiential Learning:

The institution follows the following methods for experiential learning:

- **Practical classes and laboratory works are arranged in the master time table.**
- **The students undertake project works and surveys to obtain first-hand information of the specific topics of the curricula.**
- **Supervision to prepare reports from the surveys .**
- **Socioeconomic surveys in neighbouring areas are conducted regularly.**
- **Field works and excursions are conducted on regular basis.**

Participative Learning:

- **Seminars and group discussions, workshops are organized regularly.**
- **The departments of the college conduct “Student as Tutor Programme” which also helps the students to share their knowledge.**

- **Add on certificate courses for skill enhancement are introduced in the college.**
- **Event management opportunities are given to the students through departmental forums.**

Problem Solving Methodologies:

- **The syllabi of departments of Physics, Chemistry, Mathematics and Computer Science are taught in such a way that the students acquire the skills of scientific problem solving techniques.**
- **Subject specific software such as Matlab, MySQL, Turbo C, ARC GIS, ILWIS etc. are used as problem solving tools in the departments of Mathematics, Computer Science and Geography.**
- **Socio-economic surveys conducted regularly.**
- **Life skill education is provided through Yoga, Meditation and Martial art etc.**
- **NSS wing also organizes programmes on burning issues.**

File Description	Documents
Upload any additional information	View File
Link for additional information	https://dcbgirlscollegejorhat.org/timetable.php

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The use of ICT is a regular practice in the institution. In spite of the shortage of smart rooms, the teachers make optimum use of the available tools for effective teaching learning process.

The teachers use the projectors, personal laptops, tablets, Web Cameras etc to teach the students. The college provides the Wi-Fi and internet facilities along with the N-List subscription to access the learning resources.

The faculty of science stream uses the software like Mega, DNASP and DAMBE etc. Video animations are also used to share the scientific information.

The faculty members use the Microsoft office tools and Google

drive, email, G forms, Google docs etc to prepare the study materials, create assignment etc. Whatsapp is another media through which the faculty organizes the students and share study materials, tutorial videos, and tutorial audios.

The online classes are conducted through the virtual media platforms like Zoom, Google Meet and Skype etc. Besides these, Google classrooms are also created and used effectively for creating materials, assignments etc.

During the present pandemic situation, the use of ICT enabled tools has become more frequent.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://dcbgirlscollegejorhat.org/PDFs/ICT%20facilities%20in%20classroom Lab%202020-2021.pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

63

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

63

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

32

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

1115

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college adopts the following measures to make the system transparent and robust :

- **Two sessional examinations are conducted centrally by an examination committee according to the schedules given in the academic calendar of the college.**
- **The dates of various internal assessment examinations are displayed well ahead of time in departmental noticeboard.**
- **The marks obtained in each of the criteria, namely attendance, seminars/group discussions and two sessional examinations are displayed in the departmental notice boards.**
- **There is provision for counter checking of marks by the students.**
- **To ensure transparency in evaluation of seminar presentations and group discussions, the faculty members from other departments are also invited to attend group discussions and seminars of a particular department.**
- **The students are given the liberty to interact with the teachers and mentors to resolve any grievances regarding the assessments.**
- **The weaker students are given another chance to improve their performance in sessional examinations, group discussions and seminars.**
- **The class tests, Quiz, oral tests, surprise tests, home assignments etc. are held in the departments as frequently as possible.**
- **Oral questions are asked during practical sessions to evaluate the students.**
- **The marks of the sessional examinations are shown to the gurdians/parents to maintain transparency.**

File Description	Documents
Any additional information	View File
Link for additional information	**Nil**

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Mechanism for redressal of grievances related to internal examinations:

- **The answer scripts of the sessional examinations are shown to the students for self-evaluations.**

- **In case of any doubt regarding evaluation, the students can freely discuss their problems with the respective teachers.**
- **Answer scripts are also distributed among the students for cross examination. This practice helps to a great extent in reducing the grievances regarding assessment of the answer scripts.**
- **Grievances related to marks obtained by students in seminars and group discussions are solved in the class itself through open discussion among the students and the teachers.**
- **Total attendances of the students are shown to the students as well as to their guardians, so that in case of any grievances related to marks allotted for attendance can be resolved efficiently. In case of any grievance related to internal examination the students can also approach grievance cell for redressal of their problems.**
- **The students can also approach their respective mentors for redressal of grievances related to internal examination.**

File Description	Documents
Any additional information	View File
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The institution follows the following mechanisms to state the programme and course outcomes to the teachers and the students:

- **The college organizes seminars, workshops etc to orient the teachers about the new courses.**
- **The newly appointed teachers are encouraged to undergo orientation/induction programmes organized by the University and the Human Resource Development Centres.**
- **The institution encourages the teachers to participate in refreshers courses, Short Term Courses regularly.**
- **The College library subscribes the Journals like University News and bulletins published by different organizations through which the teachers can have information about the changes and new vistas of different courses.**
- **The Programme and Course outcomes are uploaded in the college website through which the aspirants of the programmes can have an understanding before admission.**

- **On the very day of the commencement of the classes the institution organizes the orientation/induction programmes for the freshers and explains the programme and course outcomes along with the internal and external examination system.**
- **The teachers of the respective departments spend at least one hour to explain the objectives of the course and the outcomes at the introductory classes.**
- **The Career Counselling Cell of the institution guides the students about the courses and the career avenues.**

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://dcbgirlscollegejorhat.org/PDFs/Programme-Outcome-2021-2022.pdf
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

. The evaluation is done by following methods:

- **The results of the external examinations conducted by the university are used as measures to access program outcome, program specific outcome and course outcome.**
- **The course outcomes are measured on the basis of the marks obtained by the students.**
- **Internal Assessment conducted by procedure prescribed by the university which helps to observe knowledge and skills of the students.**
- **Viva voce of Practical Examinations is also used as a tool to measure the learning outcomes.**
- **Studentsseminars and group discussions are organized to assess the course outcomes.**
- **The students are assigned home assignments on a particular topic/ course to measure their knowledge and skills.**
- **Class Tests are also served as tools for measuring the attainment of course outcomes.**
- **The departments frequently organize quizzes among the students to map their knowledge of the subject.**
- **Feedback reports of students, alumni, employers and**

guardians.

- Project and Field Study Reports prepared by the students also act as tools to measure the learning outcomes.
- The carrier counseling cell of the college keeps records of the students getting placements through various campus and off-campus interviews.These records also serve to access the attainment level of program outcomes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

392

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://dcbgirlscollegejorhat.org/PDFs/Feedback%20Report%202020-2021.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

5

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

7

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

35

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The college promotes a well knit neighborhood community network in which students actively participate for social development. The college undertakes extension activities that aim at gender empowerment, environmental protection, political awareness and health consciousness.

The college organizes several programmes for sensitizing the students on different societal issues. Programmes on International Women’s Day, observation of Human Rights Day, Voters day, Saraswati Puja, Teachers day, Children’s day, flood donation camp, donation for the treatment of the poor students, plantation drive on the occasion of Environment Day, celebration of energy conservation week etc provide ample opportunities to bring to light the social issues and make the students responsible for working on the realization of those causes.

The institution also works for the holistic development of the students. The college organizes Yoga Camps, Self defense workshops and Annual college week regularly.

Extension and other activities initiated by the college have made significant impact both on the community and the students. Students learn the civic activities as well as their responsibilities towards society to which they belong.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

5

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

133

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

13

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institution has been trying to provide the best possible infrastructure to create an effective teaching-learning environment.

Classrooms: The institution has renovated and constructed new classrooms over the years. The classrooms are well equipped with furniture.

Library: The college library also provides the adequate space for reading, using internet, exploring books, journals and study materials along with the NList subscription.

Book Bank: There is a book bank established by the Alumni Association of the college from which the students can borrow books for the required periods.

Seminar Hall: The Seminar Hall of the college is well equipped with the audio visual facilities.

Conference Room: The conference room is well equipped with the audio visual facilities for conducting seminars, workshops etc.

Language Laboratories: The language laboratory of the college also helps in furthering the language skill of the students.

Laboratories: The institution has adequate number of Science laboratories for scientific research and experiential teaching learning. Beside this, the laboratories for the department of education and geography are also used by the students for practical purposes.

Computer Lab: The College is equipped with two state–of-the Art computer laboratories for providing latest technical knowledge to the students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://dcbgirlscollegejorhat.org/facility.html#lab

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Facilities for Cultural Activities:

- **The college auditorium provides a permanent space for the students to organize different cultural activities.**
- **The College appoints the instructors for cultural training on ad hoc basis. Moreover the teachers with outstanding performance in cultural fields mentor the students who are willing to participate in different in campus or out campus**

events.

- The college provides the musical and other cultural instruments to the students. The cultural secretary of the Students Union bears the charge of maintaining these instruments.

Sports:

- The institution tries to provide the best possible indoor game facilities to the students. There are the facilities for Table Tennis, Carom, Dart and Chess in the college.
- There is a volleyball court, Kabadi Court in the college premise where the regular practices are held.
- Though the college has no playground for outdoor games, yet the events are organized in the Jorhat District Sports Association’s playground. The college supplies the sports materials to the students to organize the events.

Yoga Centre:

- There is a Yoga Centre and an office room for Yoga Cell.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://dcbgirlscollegejorhat.org/facility.html#games

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

02

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

11

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://dcbgirlscollegejorhat.org/PDFs/ICT%20facilities%20in%20classroom_Lab%202020-2021.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

2484331

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

- **The central library which is the heart of the D.C.B. Girls' college was established in 1957. It is a two storey building. It provides one of the important academic services to the college. The library is equipped with the latest technology and fitted with CCTV cameras has a comprehensive collection of over 27600 books on a wide range of subjects, encyclopedias volumes, current journals, magazines and newspapers of national importance.**
- **The Library is computerized with the latest version of the software SOUL 2.0 in 2016. It is partially automated.**
- **Students Library cards are bar-coded.**
- **OPAC facility is available with library KIOSK.**

- Web OPAC facility is also available throughout the campus with Digital Library (IR) software.
- The library has an Institutional Repository (IR) using software DSpace.
- The whole campus including administrative building is under Digital Library Wi-Fi connectivity.
- Library Portal is Available in the college website.
- Internet with Wi-Fi is available in the library.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://dcbgirlscollegejorhat.org/library.html

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources B. Any 3 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

12000

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

20

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The College provides IT facilities and resources to meet the computing, network services needs and ICT skill development of the students and the staff. These facilities are periodically updated to cater to the increasing needs. The following are the main facilities provided by the college:

- **Both the computer laboratory and the ICT laboratory are equipped with LAN connection.**
- **Internet with wi-fi is available in the library.**
- **The wi-fi connectivity has been covering the entire campus including the administrative building and the college hostel since 2016.**
- **One server is installed in ICT laboratory.**
- **The college has 116 desktops and laptops for teaching and administrative purposes.**
- **The college has eleven smart class rooms.**
- **The College has a Language laboratory.**
- **The College library has been updated from SOUL 1.0 to 2.0 in 2016.**
- **All the book-keeping activities including cataloging accessioning and circulation have been computerized.**
- **OPAC is available for students and teacher.**
- **The library books are barcoded.**
- **The college library has an institutional repository using software DSpace.**
- **The entire college campus including the administrative building is under digital library wi-fi.**
- **The college web site is regularly updated.**

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://dcbgirlscollegejorhat.org/PDFs/ICT%20facilities%20in%20classroom_Lab%202020-2021.pdf

4.3.2 - Number of Computers

124

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

E. < 5MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

2529665

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

- **The college has a Governing Body constituted by the Director of Higher Education, Govt. of Assam, the tenure of which is for five years. This body deliberates and discusses on various infrastructural and academic needs of the college keeping in view the requirements of the stakeholders.**
- **The college monitors the maintenance and utilization of physical, academic and support facilities through several committees such as Building Construction and Infrastructure committee, Library committee, Hostel Committee, Canteen Committee etc.**
- **The utilization of laboratory resources is ensured by the Head of the concerned Departments along with the other members.**
- **The games and sports secretary is annually elected by the students for one year term. The games and sports secretary maintains the indoor games infrastructure. For outdoor games the secretary and the in-charge teacher contact with the authority of Jorhat District Sports Association.**
- **The time table for classrooms is prepared by the routine committee before the commencement of the semester where classroom-wise schedule is clearly stated.**

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://dcbgirlscollegejorhat.org/IQAC/4.4.2%20Procedure%20for%20maintaining%20support%20facilities.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1068

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

20

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	https://dcbgirlscollegejorhat.org/facility.html#health
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

87

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

87

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

11

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

148

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

government examinations) during the year

10

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

16

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The institution facilitates the students to partcipate in the administrative, co-curricular and extra curricular activities by following the established norms.

- **D.C.B. Girls' College Students Union: D.C.B. Girls' College Students Union is an elected body, representing the entire students of the college. The members of the Union body are the office bearers of the Union and work for the greater interests of the Students as well as the college.**
- **Governing Body & IQAC: The General Secretary of the Students**

Union also the represents the students in Governing Body and IQAC of the College.

- NCC & NSS Unit: The NCC and NSS unit of the college too actively participates and represents the students in various district, state and national level programmes.
- Departmental Forum: Departmental forums are constituted with the student members. The forum organizes departmental Fresher's Social, Farewell, Field Trips, Excursions, publication of Handwritten Journals and Wall Magazine etc.
- Other Committees and bodies: There are students representations in the following committees/ Bodies of the college also:

  - Grievances Redressal Cell
  - Gender-Sensitisation Cell
  - Disciplinary Action Committee
  - Cultural Programmes Committee (formed for specific occasion)
  - College Magazine (DCBIAN) Committee
  - Eco Cell
  - Library Committee
  - Quality Control Committee of Hostel Mess etc.

File Description	Documents
Paste link for additional information	https://dcbgirlscollegejorhat.org/about_us.html
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

66

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Devicharan Baruah Girls' College Alumni association was formed in 24th August, 2002 The Association was registered under the Society registration Act in 2019. The association maintains a strong bonding with the college. The meetings of the Association are organized at the college premise as per the provisions of the Constitution of the Association.

Functions of the Association:

- **The association organizes popular talk programmes, lectures and community services like cleanliness drive, donation to old age home etc.**
- **The association also sponsors awards to meritorious students of the college.**
- **The association also helps the students by crediting books from the Alumni book bank.**
- **All the members of the association actively participate in the cultural and other important functions organized by the college.**
- **The association also felicitates the former students for their outstanding performance in various recognized fields like sports, literary achievement, music, academic, administrative etc.**
- **Renowned alumni are also appointed as members of the various academic and administrative bodies of the college.**
- **Alumni also help in the personality development of the students by participating as yoga instructor, NCC trainer, as guest lecturer, as motivational speaker and various other**

activities.

File Description	Documents
Paste link for additional information	https://dcbgirlscollegejorhat.org/alumni.html#advisor
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) B. 4 Lakhs - 5Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

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

MISSION- Empowering women through higher education by inculcating the innate talents and qualities and unfolding potentialities through curricular and co-curricular activities.

Governance:

- Targeted towards empowerment of the women.
- The representative of the students and guardians in the decision making bodies of the college.
- Preference to the programs which unfold the potentialities of the students.

Perspective plan:

The college prepares both long term and short-term perspective plans.

The long-term plan includes the planning and development of infrastructure and introduction of new academic programs catering to the vision of the college.

The short-term plan covers the man power planning, academic, co-curricular and extra-curricular activities and extension works to be carried out for the women of the neighboring area.

Teachers' participation:

Teachers are well represented in the important committees such as Governing Body, Council of Heads (HODs), IQAC, Examination committee, Construction committee, Admission committee, Hostel committee etc.

File Description	Documents
Paste link for additional information	https://dcbgirlscollegejorhat.org/about_us.html
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institution follows the policy of decentralization and participatory management in following manner:

- **Governing body of the college is constituted with the representatives of the teaching and non-teaching staff and guardians.**
- **The Principal authorizes the Vice Principal to look after the academic and some administrative matters of the college.**
- **The Heads of the various departments manage the different academic and administrative activities of the departments.**
- **The Principal constitutes various committees and cells with representatives from teaching and non teaching staff.**
- **Decisions of co-curricular and extra-curricular activities are taken in the meetings of the respective committees.**
- **IQAC criteria and cells are constituted with teaching and non-teaching staff.**

Case Study:

A case study of the management of University examination is cited here as the example of participative and decentralized management:

In 2021, first semester examination committee was constituted with Dr. Jinamoni Bhuyan, Principal as the (Officer-in-charge) and Mr.

Krishna Gogoi, Mr. Bijay Krishna Borah and Dr. Snigddha Bora Neog, as Assistant Officer-in-charge (AOC). The committee conducted the first semester examination and submitted the relevant document to the Officer- in- Charge in due course of time.

File Description	Documents
Paste link for additional information	https://dcbgirlscollegejorhat.org/organogram.php
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Response:

The college adopts the policy of decentralization and delegation before defining and implementing the strategic plans.

Response:

The college adopts the policy of decentralization and delegation before defining and implementing the strategic plans. Most of the strategic plans are implemented through ad-hoc committees. It is also mandatory to submit the utilization of funds or audited statement after the completion of the task.

Case study:

In 2020-2021 the college constituted an admission committee before the enrolment of B.A. /B.Sc first semester students at the meeting of the Head of the Departments on 20-08-2021. The meeting also defined the strategies for advertisement, online enrolment, and publication of College Prospectus etc. Accordingly the admission process was completed on 11-09-2021. As soon as the admission process was completed, the committee handed over the cash to the Principal of the college along with the supporting documents.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://dcbgirlscollegejorhat.org/organogram.php
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The organizational structure of the institution clearly describes how the functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Organizational structure of the college:

- **Governing Body: The Governing body of the college is the supreme authority to plan and supervise the functioning of the college. The local M.L.A, the Principal, eminent academicians from society, representatives of the teaching and non-teaching staff and guardians constitute the Governing Body.**

- **Principal: Principal is the chief executive of both the general and academic administration**

Administrative set-up:

- **(a)General administration: The general administration is consisted with the non –teaching staff headed by the senior Assistant.**

(b)Academic administration:

- **Vice-Principal looks after the academic matters of the college.**
- **Council of Head of the Departments: Head of the departments are appointed by the Principal on rotation basis to carry out the administrative and the academic responsibilities of the departments with the help of the faculty members.**

Committees and Cells: Several Committees and cells such as IQAC, Admission Committee, Hostel Committee, Library Committee, Canteen Committee,Election Committee etc are constituted for decentralized planning and implementation.

File Description	Documents
Paste link for additional information	https://dcbgirlscollegejorhat.org/gbody.html
Link to Organogram of the Institution webpage	https://dcbgirlscollegejorhat.org/organogram.php
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

C. Any 2 of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Response:

The Institution has the following welfare measures for teaching and non- teaching staff:

- **D.C.B. Girls’ College Employees Savings Committee: There is a Savings Committee for the Teaching and Non teaching staff of the College. The Committee looks after the matters related to savings of the members.**

- **D.C.B. Girls' College Mutual Benefit Society: D.C.B. Girls' College Mutual Benefit Society is a cooperative society registered under the Assam Cooperative Societies (Amended) Act 2007 for the teaching and non-teaching staff.**
- **Allowances: The employees of the college including non-teaching staff are allowed to draw the allowances and other arrears of salary as per the rules of the Government of Assam.**
- **Insurance Scheme: There is a Group Insurance Scheme (GIS) scheme for the employees of the institution. Besides the group insurance scheme of the Govt. of Assam, the college has another life covering group insurance scheme GSLI (Group insurance under LIC of India) for the employees of the college.**
- **Teachers' Unit: The teachers' unit of the college also takes initiative to help the members financially in emergency situations.**
- **Stationary Store: The authority of the college has taken initiative to open a store in the campus with all essential stuff so that the staff and the students face no problem in case of emergency during the college hour.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

16

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Response:

- **Individual and Departmental Profile: The teaching staff submits individual profile annually to the IQAC stating all their academic and other activities during the year. The departmental profile is also submitted to the IQAC annually.**
- **Students' feedback: Feedback from students is collected annually by the IQAC. The Principal after going through the report convenes the concerned teacher to discuss about the lacunae and suggests measures to rectify the shortfalls.**
- **Confidential Reports: The performance of the teaching and non-teaching staff is evaluated by the Principal based on her overall observation, student's feedback and grievances by the students. The annual confidential reports of the staff members are prepared by the Principal accordingly.**
- **Grievance Report: The performance level of the teaching and non-teaching staff is also assessed from the grievances of the students' suggestion box.**

File Description	Documents
Paste link for additional information	https://dcbgirlscollegejorhat.org/PDFs/Feedback%20Report%202020-2021.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various

internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The audits of the college are done in two layers as follows:

1. Internal audit: The audit of the accounts of the college is done every year. The authority appoints a local firm for conducting internal audit and accordingly the firm checks thoroughly the financial transactions of the college and prepares a report every year. The report is then placed before the governing body for approval. If there is any audit objection in the report then it is settled by the Governing Body through discussion.

2. External audit: - The audit of the accounts of the college is also done by an external government authority in every 3 to 4 years. The college invites the office of the Accountant General to do the financial audit of the college. Accordingly they audit the account and submit the report to the higher authority of the AG office. The audit objection if any is settled by the college authority with the help of AG office.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

300000

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

- **The main source of revenue of the college is the salary grant received from the government..**
- **It gets special infrastructure grant from the Govt. of Assam under various schemes.**
- **In addition, the college gets financial grants from UGC and RUSA for infrastructure development and for some academic programs.**
- **The college gets financial grants from Dibrugarh University, under which the college is affiliated, for running the semester examinations and examination Zones.**
- **The college earns small revenue from the examinees as examination centre fees which is utilized for different examination works.**
- **The college also generates revenue from tuition fees, electricity fees, laboratory fees etc. from the newly admitted students.**
- **The revenue is also earned from self-financed and one diploma course (PGDCA).**
- **The college earns revenue from Departmental and Competitive examinations conducted by external authorities at the college on holidays as venue charges.**
- **Revenue is earned from the college hostel in the form of seat rent.**
- **Donations from the alumni and other individuals.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

As per the directive of NAAC the IQAC of the college was set up in 2004 .The main objective and the responsibility of IQAC is to ensure the post accreditation quality sustenance and the overall consistent quality improvement of the institution.

The IQAC sets its goals towards quality enhancement of the academic as well as the overall environment of the institution and accordingly chalks out necessary plans for that at the beginning of the year.

Two practices in the college that have come out as IQAC initiatives are as follows:

1. **Publication of an International Journal:**

The IQAC felt that the quality of education enhances significantly with increased research work of the teachers. To encourage the teachers, the IQAC published a peer reviewed multidisciplinary International research journal - 'INTUIT' in 2012. Starting from 2012, the journal has been published every year till 2019.

2. Training on Self Defence:

Since the days of NIRVAYA incidence, the institution felt for the need of the training on self defence. In 2012, IQAC organized a 7 Day Workshop on self defence. Now this has been organized regularly with Certified boxer Rani Chakraborty as the coach.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

- **Response:**
- **Teaching learning reviews: The teaching and learning is the core area of the activities of college .The authorities therefore takes measures through IQAC to improve the teaching learning process through various ways.**
- **Planning of academic and the co and extra curricular activities by preparing the academic calender . Monitoring the progress and timely completion of the syllabus.**

- Mid-term examinations, group discussions and home assignment ,class tests etc.
- The evaluation of teachers' performances through students' feedback.
- Teaching learning Reforms:- The college has been constantly trying to improve its teaching learning environment. Based on the reviews of the teaching learning process the IQAC finds out following reformative measures to improve the prevailing teaching learning process.
- Remedial classes for weaker students.
- Special classes to mentor the students.
- The IQAC in its meetings asks the teachers to complete the syllabus before the second sessional examination as far as possible.
- Students are encouraged for active participation in seminar, workshops etc. so that they can have the idea about the recent developments of the subjects.
- They are also taken for industry visit, educational excursion to provide first-hand knowledge

File Description	Documents
Paste link for additional information	http://dcbgirlscollegejorhat.org
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://dcbgirlscollegejorhat.org/IQAC/AnnualReport2020-21.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Besides catering to the gender related topics chalked out in the syllabus, the institution takes several holistic measures to provide a clear idea on Gender equality.

Following are the programmes organized by the college for gender equality in 2020-2021:

- **Seven Days Workshop on Self Defence from 06/12/21 to 12/12/21.**
- **Short term course on Yoga from 23-12-2021 to 29-12-2021.**
- **Smarth Bharat Parb on Yoga organized by the Students Union and cell in collaboration with Vivekanand Kendra, Jorhat on 25/12/2021.**
- **Human Rights Day on 10/12/2020.**
- **Health Awareness Program on Cancer on 22/10/2021.**
- **International Women's Day 8/03/2021.**
- **Street Play on Gender Equityon 08/03/2021.**
- **National webinar on 'Women Raising: The Unseen Barrier in Covid 19' in collaboration with National Institute of Disaster Management on 11/09/2020.**

To ensure the safety and security of the students the institution takes up certain measures such as:

- **In campus Hostel facilities for meritorious students.**
- **Round the clock CCTV surveillance and security services.**

- **A hygienic ambience along with safe drinking water facilities.**
- **Well equipped Girls' common room.**
- **Library and internet facilities in the college campus and hostel and**
- **Medical centre for emergency purposes.**

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	**Nil**

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

- **Solid waste management: The solid wastes accrued in the campus are first collected and dumped in a garbage dumpster to be eventually carried away by garbage disposal vehicles of the Jorhat Municipal Board. Kitchen waste generated from the hostel is used for Vermicompost.**
- **Liquid waste management: Sewage generated from the girls' hostel, canteen and other sources are drained into soak pits located in various parts of the campus.**
- **E-waste management: Under certain exchange schemes, some electronic wastes are replaced with new ones. The rest are taken care of by scrap dealers for safe disposal.**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit

D. Any 1 of the above

3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institution has composite student strength from various cultural, regional, linguistic, religious and socio-economic

backgrounds. The college provides a platform in which all the students of diverse background are assimilated.

The Institution provides optimum scope for linguistic studies in subjects like English, Assamese, Hindi, Bengali and Sanskrit. The bilingual teaching methods are practiced to provide education to students of different linguistic background. The Department of Assamese annually celebrates Matribhasha Divas on 21st February for the development of mother tongue of the state. The annual College magazine DCBIAN keeps the separate sections for the students of different linguistic groups to express the thoughts through creative writings. The IQAC also publishes an international multilingual Journal- INTUIT which accommodates the research based articles, research papers from different linguistic studies. In the college week, cultural and literary competitions are organized to develop the talents of the students.

The Institution also provides ample scope to accommodate the students from socio economically backward classes. Seats are reserved for the students of Scheduled Castes, Scheduled Tribes, Other Backward Classes, Tea Garden Communities, Minorities and Economically Backward Classes as per reservation norms of GOI and the State Government.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution always strives for creating a democratic culture among the students and employees. The important decisions on administrative and academic issues are decided by the consent of the majority. The office bearers of different committees, societies and forums are either elected or selected on the basis of majority consent. Students Union Body is constituted with the directly elected representatives of the students.

The institution observes national as well as international

festivals every year to sensitize the students and employees to constitutional values, rights, duties and responsibilities of citizens. The institution observes Constitution day, Voters day, Republic Day and Independence Day every year. Besides the National festivals, important International red letter days such as Human Rights Day, International Women's day, International Yoga day etc. are observed regularly.

Courses on Professional ethics and Environmental ethics are included in the syllabus of the UG programmes. Besides this, students are given the opportunity to learn the matters of professional ethics by organizing the academic and cultural events such as College Week, Fresher's Social, and Farewell etc. They are taught to maintain the minutes of the meetings of the departmental forums, rapporteur the sessions of deliberations, workshops, and seminars etc.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Response:

The institution celebrates National and International commemorative days, events, and festival in various ways. Independence Day, Gandhi Jayanti and Republic Day are the major national festivals observed by the College every year. During the Independence and Republic day celebration, the tricolour is hoisted by the Principal along with the members of the staff and students. It is followed by a talk on the significance of these two red letter days in the history of India. The NCC cadets of the college participate in the Independence and Republic day parade organized by the district administration.

Birth anniversary of Dr.Sarvapalli Radhakrishnan is widely celebrated as the National Teachers' Day. Gandhi Jayanti is celebrated to commemorate the Birth anniversary of Mahatma Gandhi. During the year 2020-2021the department of Philosophy organized an online talk programme on relevance and appeal of Gandhian philosophy followed by a quiz competition. Besides those mentioned above, the department of History organized an online State Level essay writing competition and an on the spot essay writing competition among the students of the college.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. **EMPOWERMENT OF WOMEN**

Objectives:

- **To create awareness on women empowerment, development of physical and mental health.**

Context:-

- **Endeavour social awareness on issues of women.**

The Practice:

The college organized:

- **Seven Day Workshop on Self Defence from 06.12.2021 to 12.12.2021.**
- **Short term Yoga Course from 23.12.2021 to 29.12.2021.**

Evidence of Success:

- **The participation of students and faculty members was overwhelming.**

Problems Encountered and Resources Required:

- **Covid protocols had to observe.**

1. **CELEBRATION OF AZADI KA AMRIT MAHOTSAV**

Objectives:

- **Enlighten the students on the issues of freedom.**

The Practice:

The college organized:

- **Wall-Painting Competition on 12.11.2021.**
- **Online State Level Prize Money Essay Competition on 2-10-2021.**

- **Quiz Competition on 06-10-2021.**
- **Essay Competition and a Talent Hunt Programme on 06-12-2021.**
- **Talk programme on 26-02- 2021.**
- **Talk on “Cancer: Its Causes, Symptoms, Prevention and Treatment - Thrust Area: Breast Cancer” on 22-10-2021.**
- **Online talk on Menstruation Hygiene and Awareness on 28-05-2021.**

Evidence of Success:

- **The participation of students and media broadcasting has made the events a grand success.**

Problems Encountered and Resources Required:

- **Those students who opted for online classes could not participate in the offline competitions.**

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The vision of DCB Girls’ college is to disseminate higher education among womenfolk of Jorhat and its rural neighbourhood.

to strengthen the women power of Jorhat and its rural neighbourhood. The priority of the institution is to empowerwomen in all aspects.Hence the thrust in this year was given to build Future Women Managers who can develop their own potentialities as well as develop the society. Keeping in view the thrust area of this year, the college has initiated various programmes to teach values and social responsibilities, assertiveness to gender rights and so on.

Some of the noteworthy programmes organized by the institution during the year are:

1. Talk Programme on the occassion of International Women’s Day:08.03.2021.
2. Five-Day Yoga camp in collaboration with Vivekanand Kendra, Jorhat : 22.9.2021 to 26.09.2022
3. Talk programme on the occassion of International Human Rights Day :10.12.2021.
4. Seven-Day workshop on Self defence: 06.12.2021 to 12.12.2021.
5. A lecture programme on the occassion of “Samartha Bharat Parba” in collaboration with Vivekanand Kendra, Jorhat : 25.12.2021.
6. A Short Term Yoga Course : 23.12.2021 to 29.12.2021.
7. Talk on NCC and Nation Building:27-11-2021
8. Blood donation Camp:28-11-2021
9. Lecture on National Integration: 13-08-2021
10. Rally on National Pollution Prevention Day:02-12-2021

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The entire course curriculum for degree programme of the institution is designed by following the University Guidelines. However,the curriculum for certificate courses are designed by the institution. The planning and documentation is done accordingly;

Planning:

1. Council of the Head of the Departments(HODs) – The Council of the HODs decides the various academic and the nonacademic programmes to be carried out in each semester.

2. Annual Prospectus – Information about the admission process and courses offered are disseminated through the prospectus.

3. Academic Calendar – The schedule for the entire year is prepared in the academic calendar.

4. Class Routine: The routine committee prepares the master time table for both even and odd semesters seperately.

5. Teachers Diary – The faculty members maintain a teacher’s diary for day to day activity.

6. Assignments – The students are consistently evaluated by allotting assignments.

7. Class Test – Regular class tests and surprise tests are conducted at the completion of each unit by the concerned faculty.

Implementation:

To ensure effective curriculam delivery,the institution follows the methods of Guest Lecture, Parent-Teacher Meet,Self-Evaluationof the Students, Field Trips, Departmental and Inter-

Departmental Seminars, Language Laboratory and Uses of Information and Communication Technology (ICT) etc.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://dcbgirlscollegejorhat.org/timetable.php

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Since, the College is affiliated to Dibrugarh University it is obliged to adhere to the Academic calendar prepared by the University in letter and spirit. The Academic calendar which is posted in the University website is widely circulated to the Departments by the IQAC of the College and the same is also uploaded in the College website. In accordance with the Academic calendar, sessional tests are organised and monitored by the Examination Committee of the College. Continuous internal assessment is also done based on the norms and time frames mentioned in the Academic calendar. The directives of the Academic calendar are also informed and discussed in the staff meetings headed by the Principal of the College from time to time. To ensure quality academic standards, transparency in procedures is maintained. Although there is little that the College can do on its own other than adhering to the directives of the Academic Calendar, however, there are some assessments that the Departments conduct to ensure quality academic standards. These include- holding regular class tests to assess learning aptitude of the students, organising quizzes on topic covered in respective departments within a month, holding frequent group discussions.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://dibru.ac.in/wp-content/uploads/2021/11/Academic-Calendar-University-for-Dibrugarh-University-and-Colleges-offering-PG-Programmes-2021-22-From-October-2021-to-August-2022.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

2

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

4

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

119

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

73

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

DCB Girls College , Jorhat always adheres to its mission and vision of empowering women folk. The need for overall development of women has never been overlooked while imparting education. With this aim in view attempt has been made to cater to the issues of gender , environment and sustainability.

Being affiliated to Dibrugarh University the teachers representing the college in the Board of Studies of the university brings to fore the necessity of the above issues to be included in the curriculum.

The courses like Geography, Education, History, Political Science, Botany and Zoology has the papers with these issues with distinctly allotted credits and these are clearly described in the programme and course outcome of the syllabus.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

8

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

299

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows	**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://dcbgirlscollegejorhat.org/PDFs/Feedback%20Report%202020-2021.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

890

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC,

Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

192

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Strategies adopted to assess the learning levels:

- **Regular Class tests are organized.**
- **Two sessional examinations held in each semester also help to identify the weaker students.**
- **The teachers also identify the slow learners from the Group discussions.**
- **Students are required to submit home assignments through which their writing skills are assessed.**

Strategies adopted for the slow learners to improve their comprehension levels and selfconfidence:

- **Special chances are given to repeat their examinations.**
- **Students, with poor performance in group discussion and seminars are given special guidance by the teachers.**
- **Special tutorial and remedial classes are organized.**
- **Answer scripts of the meritorious students are shown to the weaker students .**
- **Slow learners are taken care of by their mentors for personal guidance.**
- **The question papers of the external examinations of previous years are discussed in the classes.**
- **Organizes special programmes for time management and paper writing skills.**

Strategies adopted for advanced learners:

- **Extra reference books are provided for advance studies.**

- **Encourages to participate in workshops and seminars.**
- **Special career guidance and counseling programmes are organized.**
- **Teachers supervise them to prepare research papers, project reports etc .**
- **The departments organizes “Students as Tutor Programme” .**
- **Special merit fellowships are granted from the college.**

File Description	Documents
Link for additional Information	https://dcbgirlscollegejorhat.org/timetable.php
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1580	**63**

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Experiential Learning:

The institution follows the following methods for experiential learning:

- **Practical classes and laboratory works are arranged in the master time table.**
- **The students undertake project works and surveys to obtain first-hand information of the specific topics of the curricula.**
- **Supervision to prepare reports from the surveys .**
- **Socioeconomic surveys in neighbouring areas are conducted regularly.**
- **Field works and excursions are conducted on regular basis.**

Participative Learning:

- **Seminars and group discussions, workshops are organized regularly.**
- **The departments of the college conduct “Student as Tutor Programme” which also helps the students to share their knowledge.**
- **Add on certificate courses for skill enhancement are introduced in the college.**
- **Event management opportunities are given to the students through departmental forums.**

Problem Solving Methodologies:

- **The syllabi of departments of Physics, Chemistry, Mathematics and Computer Science are taught in such a way that the students acquire the skills of scientific problem solving techniques.**
- **Subject specific software such as Matlab, MySQL, Turbo C, ARC GIS, ILWIS etc. are used as problem solving tools in the departments of Mathematics, Computer Science and Geography.**
- **Socio-economic surveys conducted regularly.**
- **Life skill education is provided through Yoga, Meditation and Martial art etc.**
- **NSS wing also organizes programmes on burning issues.**

File Description	Documents
Upload any additional information	View File
Link for additional information	https://dcbgirlscollegejorhat.org/timetable.php

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The use of ICT is a regular practice in the institution. In spite of the shortage of smart rooms, the teachers make optimum use of the available tools for effective teaching learning process.

The teachers use the projectors, personal laptops, tablets, Web

Cameras etc to teach the students. The college provides the Wi-Fi and internet facilities along with the N-List subscription to access the learning resources.

The faculty of science stream uses the software like Mega, DNASP and DAMBE etc. Video animations are also used to share the scientific information.

The faculty members use the Microsoft office tools and Google drive, email, G forms, Google docs etc to prepare the study materials, create assignment etc. Whatsapp is another media through which the faculty organizes the students and share study materials, tutorial videos, and tutorial audios.

The online classes are conducted through the virtual media platforms like Zoom, Google Meet and Skype etc. Besides these, Google classrooms are also created and used effectively for creating materials, assignments etc.

During the present pandemic situation, the use of ICT enabled tools has become more frequent.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://dcbgirlscollegejorhat.org/PDFs/ICT%20facilities%20in%20classroom_Lab%202020-2021.pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

63

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

63

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

32

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

1115

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college adopts the following measures to make the system transparent and robust :

- **Two sessional examinations are conducted centrally by an examination committee according to the schedules given in the academic calendar of the college.**
- **The dates of various internal assessment examinations are displayed well ahead of time in departmental noticeboard.**
- **The marks obtained in each of the criteria, namely attendance, seminars/group discussions and two sessional examinations are displayed in the departmental notice boards.**
- **There is provision for counter checking of marks by the students.**
- **To ensure transparency in evaluation of seminar presentations and group discussions, the faculty members from other departments are also invited to attend group discussions and seminars of a particular department.**
- **The students are given the liberty to interact with the teachers and mentors to resolve any grievances regarding the assessments.**
- **The weaker students are given another chance to improve their performance in sessional examinations, group discussions and seminars.**
- **The class tests, Quiz, oral tests, surprise tests, home assignments etc. are held in the departments as frequently as possible.**
- **Oral questions are asked during practical sessions to evaluate the students.**
- **The marks of the sessional examinations are shown to the gurdians/parents to maintain transparency.**

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

Mechanism for redressal of grievances related to internal examinations:

- **The answer scripts of the sessional examinations are shown to the students for self-evaluations.**
- **In case of any doubt regarding evaluation, the students can freely discuss their problems with the respective teachers.**
- **Answer scripts are also distributed among the students for cross examination. This practice helps to a great extent in reducing the grievances regarding assessment of the answer scripts.**
- **Grievances related to marks obtained by students in seminars and group discussions are solved in the class itself through open discussion among the students and the teachers.**
- **Total attendances of the students are shown to the students as well as to their guardians, so that in case of any grievances related to marks allotted for attendance can be resolved efficiently. In case of any grievance related to internal examination the students can also approach grievance cell for redressal of their problems.**
- **The students can also approach their respective mentors for redressal of grievances related to internal examination.**

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The institution follows the following mechanisms to state the programme and course outcomes to the teachers and the students:

- **The college organizes seminars, workshops etc to orient the teachers about the new courses.**
- **The newly appointed teachers are encouraged to undergo orientation/induction programmes organized by the University and the Human Resource Development Centres.**

- **The institution encourages the teachers to participate in refreshers courses, Short Term Courses regularly.**
- **The College library subscribes the Journals like University News and bulletins published by different organizations through which the teachers can have information about the changes and new vistas of different courses.**
- **The Programme and Course outcomes are uploaded in the college website through which the aspirants of the programmes can have an understanding before admission.**
- **On the very day of the commencement of the classes the institution organizes the orientation/induction programmes for the freshers and explains the programme and course outcomes along with the internal and external examination system.**
- **The teachers of the respective departments spend at least one hour to explain the objectives of the course and the outcomes at the introductory classes.**
- **The Career Counselling Cell of the institution guides the students about the courses and the career avenues.**

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://dcbgirlscollegejorhat.org/PDFs/Programme-Outcome-2021-2022.pdf
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

. The evaluation is done by following methods:

- **The results of the external examinations conducted by the university are used as measures to access program outcome, program specific outcome and course outcome.**
- **The course outcomes are measured on the basis of the marks obtained by the students.**
- **Internal Assessment conducted by procedure prescribed by the university which helps to observe knowledge and skills of the students.**

- Viva voce of Practical Examinations is also used as a tool to measure the learning outcomes.
- Studentsseminars and group discussions are organized to assess the course outcomes.
- The students are assigned home assignments on a particular topic/ course to measure their knowledge and skills.
- Class Tests are also served as tools for measuring the attainment of course outcomes.
- The departments frequently organize quizzes among the students to map their knowledge of the subject.
- Feedback reports of students, alumni, employers and guardians.
- Project and Field Study Reports prepared by the students also act as tools to measure the learning outcomes.
- The carrier counseling cell of the college keeps records of the students getting placements through various campus and off-campus interviews.These records also serve to access the attainment level of program outcomes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

392

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://dcbgirlscollegejorhat.org/PDFs/Feedback%20Report%202020-2021.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

5

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

7

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

35

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The college promotes a well knit neighborhood community network in which students actively participate for social development. The college undertakes extension activities that aim at gender empowerment, environmental protection, political awareness and health consciousness.

The college organizes several programmes for sensitizing the students on different societal issues. Programmes on International Women's Day, observation of Human Rights Day, Voters day, Saraswati Puja, Teachers day, Children's day, flood donation camp, donation for the treatment of the poor students, plantation drive on the occasion of Environment Day, celebration of energy conservation week etc provide ample opportunities to bring to light the social issues and make the students responsible for working on the realization of those causes.

The institution also works for the holistic development of the students. The college organizes Yoga Camps, Self defense workshops and Annual college week regularly.

Extension and other activities initiated by the college have made significant impact both on the community and the students. Students learn the civic activities as well as their responsibilities towards society to which they belong.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

5

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

133

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

13

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institution has been trying to provide the best possible infrastructure to create an effective teaching-learning environment.

Classrooms: The institution has renovated and constructed new classrooms over the years. The classrooms are well equipped with furniture.

Library: The college library also provides the adequate space for reading, using internet, exploring books, journals and study materials along with the NList subscription.

Book Bank: There is a book bank established by the Alumni Association of the college from which the students can borrow books for the required periods.

Seminar Hall: The Seminar Hall of the college is well equipped with the audio visual facilities.

Conference Room: The conference room is well equipped with the audio visual facilities for conducting seminars, workshops etc.

Language Laboratories: The language laboratory of the college also helps in furthering the language skill of the students.

Laboratories: The institution has adequate number of Science laboratories for scientific research and experiential teaching learning. Beside this, the laboratories for the department of education and geography are also used by the students for practical purposes.

Computer Lab: The College is equipped with two state-of-the Art computer laboratories for providing latest technical knowledge to the students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://dcbgirlscollegejorhat.org/facility.html#lab

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Facilities for Cultural Activities:

- **The college auditorium provides a permanent space for the students to organize different cultural activities.**
- **The College appoints the instructors for cultural training on ad hoc basis. Moreover the teachers with outstanding performance in cultural fields mentor the students who are willing to participate in different in campus or out campus events.**
- **The college provides the musical and other cultural instruments to the students. The cultural secretary of the Students Union bears the charge of maintaining these instruments.**

Sports:

- **The institution tries to provide the best possible indoor game facilities to the students. There are the facilities for Table Tennis, Carom, Dart and Chess in the college.**
- **There is a volleyball court, Kabadi Court in the college premise where the regular practices are held.**
- **Though the college has no playground for outdoor games, yet the events are organized in the Jorhat District Sports Association's playground. The college supplies the sports materials to the students to organize the events.**

Yoga Centre:

- **There is a Yoga Centre and an office room for Yoga Cell.**

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://dcbgirlscollegejorhat.org/facility.html#games

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

02

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

11

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://dcbgirlscollegejorhat.org/PDFs/ICT%20facilities%20in%20classroom Lab%202020-2021.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

2484331

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

- **The central library which is the heart of the D.C.B. Girls' college was established in 1957. It is a two storey building. It provides one of the important academic services to the college. The library is equipped with the latest technology and fitted with CCTV cameras has a comprehensive collection of over 27600 books on a wide range of subjects, encyclopedias volumes, current**

journals, magazines and newspapers of national importance.

- The Library is computerized with the latest version of the software SOUL 2.0 in 2016. It is partially automated.
- Students Library cards are bar-coded.
- OPAC facility is available with library KIOSK.
- Web OPAC facility is also available throughout the campus with Digital Library (IR) software.
- The library has an Institutional Repository (IR) using software DSpace.
- The whole campus including administrative building is under Digital Library Wi-Fi connectivity.
- Library Portal is Available in the college website.
- Internet with Wi-Fi is available in the library.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://dcbgirlscollegejorhat.org/library.html

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

B. Any 3 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

12000

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

20

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The College provides IT facilities and resources to meet the computing, network services needs and ICT skill development of the students and the staff. These facilities are periodically updated to cater to the increasing needs. The following are the main facilities provided by the college:

- **Both the computer laboratory and the ICT laboratory are equipped with LAN connection.**
- **Internet with wi-fi is available in the library.**
- **The wi-fi connectivity has been covering the entire campus including the administrative building and the college hostel since 2016.**
- **One server is installed in ICT laboratory.**
- **The college has 116 desktops and laptops for teaching and administrative purposes.**
- **The college has eleven smart class rooms.**
- **The College has a Language laboratory.**
- **The College library has been updated from SOUL 1.0 to 2.0 in 2016.**
- **All the book-keeping activities including cataloging accessioning and circulation have been computerized.**

- OPAC is available for students and teacher.
- The library books are barcoded.
- The college library has an institutional repository using software DSpace.
- The entire college campus including the administrative building is under digital library wi-fi.
- The college web site is regularly updated.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://dcbgirlscollegejorhat.org/PDFs/ICT%20facilities%20in%20classroom Lab%202020-2021.pdf

4.3.2 - Number of Computers

124

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution	E. < 5MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

2529665

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

- **The college has a Governing Body constituted by the Director of Higher Education, Govt. of Assam, the tenure of which is for five years. This body deliberates and discusses on various infrastructural and academic needs of the college keeping in view the requirements of the stakeholders.**
- **The college monitors the maintenance and utilization of physical, academic and support facilities through several committees such as Building Construction and Infrastructure committee, Library committee, Hostel Committee, Canteen Committee etc.**
- **The utilization of laboratory resources is ensured by the Head of the concerned Departments along with the other members.**
- **The games and sports secretary is annually elected by the students for one year term. The games and sports secretary maintains the indoor games infrastructure. For outdoor games the secretary and the in-charge teacher contact with the authority of Jorhat District Sports Association.**
- **The time table for classrooms is prepared by the routine committee before the commencement of the semester where classroom-wise schedule is clearly stated.**

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://dcbgirlscollegejorhat.org/IQAC/4.4.2%20Procedure%20for%20maintaining%20support%20facilities.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1068

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

20

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	https://dcbgirlscollegejorhat.org/facility.html#health
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

87

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

87

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent

A. All of the above

mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

11

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

148

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

10

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

16

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The institution facilitates the students to partcipate in the administrative, co-curricular and extra curricular activities by following the established norms.

- **D.C.B. Girls' College Students Union: D.C.B. Girls' College Students Union is an elected body, representing the entire students of the college. The members of the Union body are the office bearers of the Union and work for the greater interests of the Students as well as the college.**
- **Governing Body & IQAC: The General Secretary of the Students Union also the represents the students in Governing Body and IQAC of the College.**
- **NCC & NSS Unit: The NCC and NSS unit of the college too actively participates and represents the students in various district, state and national level programmes.**
- **Departmental Forum: Departmental forums are constituted with the student members. The forum organizes departmental Fresher's Social, Farewell, Field Trips, Excursions, publication of Handwritten Journals and Wall Magazine etc.**
- **Other Committees and bodies: There are students representations in the following committees/ Bodies of the college also:**

  - **Grievances Redressal Cell**
  - **Gender-Sensitisation Cell**
  - **Disciplinary Action Committee**
  - **Cultural Programmes Committee (formed for specific occasion)**
  - **College Magazine (DCBIAN) Committee**
  - **Eco Cell**
  - **Library Committee**
  - **Quality Control Committee of Hostel Mess etc.**

File Description	Documents
Paste link for additional information	https://dcbgirlscollegejorhat.org/about_us.html
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

66

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Devicharan Baruah Girls' College Alumni association was formed in 24th August, 2002 The Association was registered under the Society registration Act in 2019. The association maintains a strong bonding with the college. The meetings of the Association are organized at the college premise as per the provisions of the Constitution of the Association.

Functions of the Association:

- **The association organizes popular talk programmes, lectures and community services like cleanliness drive, donation to old age home etc.**
- **The association also sponsors awards to meritorious students of the college.**
- **The association also helps the students by crediting books from the Alumni book bank.**
- **All the members of the association actively participate in the cultural and other important functions organized by the college.**
- **The association also felicitates the former students for their outstanding performance in various recognized**

fields like sports, literary achievement, music, academic, administrative etc.
- Renowned alumni are also appointed as members of the various academic and administrative bodies of the college.
- Alumni also help in the personality development of the students by participating as yoga instructor, NCC trainer, as guest lecturer, as motivational speaker and various other activities.

File Description	Documents
Paste link for additional information	https://dcbgirlscollegejorhat.org/alumni.html#advisor
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	B. 4 Lakhs - 5Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

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

MISSION- Empowering women through higher education by inculcating the innate talents and qualities and unfolding potentialities through curricular and co-curricular activities.

Governance:

- Targeted towards empowerment of the women.
- The representative of the students and guardians in the decision making bodies of the college.
- Preference to the programs which unfold the potentialities of the students.

Perspective plan:

The college prepares both long term and short-term perspective plans.

The long-term plan includes the planning and development of infrastructure and introduction of new academic programs catering to the vision of the college.

The short-term plan covers the man power planning, academic, co-curricular and extra-curricular activities and extension works to be carried out for the women of the neighboring area.

Teachers' participation:

Teachers are well represented in the important committees such as Governing Body, Council of Heads (HODs), IQAC, Examination committee, Construction committee, Admission committee, Hostel committee etc.

File Description	Documents
Paste link for additional information	https://dcbgirlscollegejorhat.org/about_us.html
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institution follows the policy of decentralization and participatory management in following manner:

- **Governing body of the college is constituted with the representatives of the teaching and non-teaching staff and guardians.**
- **The Principal authorizes the Vice Principal to look after the academic and some administrative matters of the college.**
- **The Heads of the various departments manage the different academic and administrative activities of the departments.**
- **The Principal constitutes various committees and cells with representatives from teaching and non teaching staff.**

- **Decisions of co-curricular and extra-curricular activities are taken in the meetings of the respective committees.**
- **IQAC criteria and cells are constituted with teaching and non-teaching staff.**

Case Study:

A case study of the management of University examination is cited here as the example of participative and decentralized management:

In 2021, first semester examination committee was constituted with Dr. Jinamoni Bhuyan, Principal as the (Officer-in-charge) and Mr. Krishna Gogoi, Mr. Bijay Krishna Borah and Dr. Snigddha Bora Neog, as Assistant Officer-in-charge (AOC). The committee conducted the first semester examination and submitted the relevant document to the Officer- in- Charge in due course of time.

File Description	Documents
Paste link for additional information	https://dcbgirlscollegejorhat.org/organogram.php
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Response:

The college adopts the policy of decentralization and delegation before defining and implementing the strategic plans.

Response:

The college adopts the policy of decentralization and delegation before defining and implementing the strategic plans. Most of the strategic plans are implemented through ad-hoc committees. It is also mandatory to submit the utilization of funds or audited statement after the completion of the task.

Case study:

In 2020-2021 the college constituted an admission committee before the enrolment of B.A. /B.Sc first semester students at the meeting of the Head of the Departments on 20-08-2021. The meeting also defined the strategies for advertisement, online enrolment, and publication of College Prospectus etc. Accordingly the admission process was completed on 11-09-2021. As soon as the admission process was completed, the committee handed over the cash to the Principal of the college along with the supporting documents.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://dcbgirlscollegejorhat.org/organogram.php
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The organizational structure of the institution clearly describes how the functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Organizational structure of the college:

- **Governing Body: The Governing body of the college is the supreme authority to plan and supervise the functioning of the college. The local M.L.A, the Principal, eminent academicians from society, representatives of the teaching and non-teaching staff and guardians constitute the Governing Body.**
- **Principal: Principal is the chief executive of both the general and academic administration**

Administrative set-up:

- **(a)General administration: The general administration is consisted with the non –teaching staff headed by the senior Assistant.**

(b)Academic administration:

- **Vice-Principal looks after the academic matters of the college.**
- **Council of Head of the Departments: Head of the departments are appointed by the Principal on rotation basis to carry out the administrative and the academic responsibilities of the departments with the help of the faculty members.**

Committees and Cells: Several Committees and cells such as IQAC, Admission Committee, Hostel Committee, Library Committee, Canteen Committee,Election Committee etc are constituted for decentralized planning and implementation.

File Description	Documents
Paste link for additional information	https://dcbgirlscollegejorhat.org/gbody.html
Link to Organogram of the Institution webpage	https://dcbgirlscollegejorhat.org/organogram.php
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**C. Any 2 of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Response:

The Institution has the following welfare measures for teaching and non- teaching staff:

- **D.C.B. Girls' College Employees Savings Committee: There is a Savings Committee for the Teaching and Non teaching staff of the College. The Committee looks after the matters related to savings of the members.**
- **D.C.B. Girls' College Mutual Benefit Society: D.C.B. Girls' College Mutual Benefit Society is a cooperative society registered under the Assam Cooperative Societies (Amended) Act 2007 for the teaching and non-teaching staff.**
- **Allowances: The employees of the college including non-teaching staff are allowed to draw the allowances and other arrears of salary as per the rules of the Government of Assam.**
- **Insurance Scheme: There is a Group Insurance Scheme (GIS) scheme for the employees of the institution. Besides the group insurance scheme of the Govt. of Assam, the college has another life covering group insurance scheme GSLI (Group insurance under LIC of India) for the employees of the college.**
- **Teachers' Unit: The teachers' unit of the college also takes initiative to help the members financially in emergency situations.**
- **Stationary Store: The authority of the college has taken initiative to open a store in the campus with all essential stuff so that the staff and the students face no problem in case of emergency during the college hour.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the

year

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

16

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Response:

- **Individual and Departmental Profile: The teaching staff submits individual profile annually to the IQAC stating all their academic and other activities during the year. The departmental profile is also submitted to the IQAC annually.**
- **Students' feedback: Feedback from students is collected annually by the IQAC. The Principal after going through the report convenes the concerned teacher to discuss about the lacunae and suggests measures to rectify the shortfalls.**
- **Confidential Reports: The performance of the teaching and non-teaching staff is evaluated by the Principal based on her overall observation, student's feedback and grievances by the students. The annual confidential reports of the staff members are prepared by the Principal accordingly.**
- **Grievance Report: The performance level of the teaching and non-teaching staff is also assessed from the grievances of the students' suggestion box.**

File Description	Documents
Paste link for additional information	https://dcbgirlscollegejorhat.org/PDFs/Feedback%20Report%202020-2021.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The audits of the college are done in two layers as follows:

1. Internal audit: The audit of the accounts of the college is done every year. The authority appoints a local firm for conducting internal audit and accordingly the firm checks thoroughly the financial transactions of the college and prepares a report every year. The report is then placed before the governing body for approval. If there is any audit objection in the report then it is settled by the Governing Body through discussion.

2. External audit: - The audit of the accounts of the college is also done by an external government authority in every 3 to 4 years. The college invites the office of the Accountant General to do the financial audit of the college. Accordingly they audit the account and submit the report to the higher authority of the AG office. The audit objection if any is settled by the college authority with the help of AG office.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

300000

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

- **The main source of revenue of the college is the salary grant received from the government..**
- **It gets special infrastructure grant from the Govt. of Assam under various schemes.**
- **In addition, the college gets financial grants from UGC and RUSA for infrastructure development and for some academic programs.**
- **The college gets financial grants from Dibrugarh University, under which the college is affiliated, for running the semester examinations and examination Zones.**
- **The college earns small revenue from the examinees as examination centre fees which is utilized for different examination works.**
- **The college also generates revenue from tuition fees, electricity fees, laboratory fees etc. from the newly admitted students.**
- **The revenue is also earned from self-financed and one diploma course (PGDCA).**
- **The college earns revenue from Departmental and Competitive examinations conducted by external authorities at the college on holidays as venue charges.**
- **Revenue is earned from the college hostel in the form of seat rent.**
- **Donations from the alumni and other individuals.**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

As per the directive of NAAC the IQAC of the college was set up in 2004 .The main objective and the responsibility of IQAC is to ensure the post accreditation quality sustenance and the overall consistent quality improvement of the institution.

The IQAC sets its goals towards quality enhancement of the academic as well as the overall environment of the institution and accordingly chalks out necessary plans for that at the beginning of the year.

Two practices in the college that have come out as IQAC initiatives are as follows:

1. Publication of an International Journal:

The IQAC felt that the quality of education enhances significantly with increased research work of the teachers. To encourage the teachers, the IQAC published a peer reviewed multidisciplinary International research journal - 'INTUIT' in 2012. Starting from 2012, the journal has been published every year till 2019.

2. Training on Self Defence:

Since the days of NIRVAYA incidence, the institution felt for the need of the training on self defence. In 2012, IQAC organized a 7 Day Workshop on self defence. Now this has been organized regularly with Certified boxer Rani Chakraborty as the coach.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

- **Response:**
- **Teaching learning reviews: The teaching and learning is the core area of the activities of college .The authorities therefore takes measures through IQAC to improve the teaching learning process through various ways.**
- **Planning of academic and the co and extra curricular activities by preparing the academic calender . Monitoring the progress and timely completion of the syllabus.**
- **Mid-term examinations, group discussions and home assignment ,class tests etc.**
- **The evaluation of teachers' performances through students' feedback.**
- **Teaching learning Reforms:- The college has been constantly trying to improve its teaching learning environment. Based on the reviews of the teaching learning process the IQAC finds out following reformative measures to improve the prevailing teaching learning process.**
- **Remedial classes for weaker students.**
- **Special classes to mentor the students.**
- **The IQAC in its meetings asks the teachers to complete the syllabus before the second sessional examination as far as possible.**
- **Students are encouraged for active participation in seminar, workshops etc. so that they can have the idea about the recent developments of the subjects.**
- **They are also taken for industry visit, educational excursion to provide first-hand knowledge**

File Description	Documents
Paste link for additional information	http://dcbgirlscollegejorhat.org
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of	**B. Any 3 of the above**

Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	https://dcbgirlscollegejorhat.org/IQAC/AnnualReport2020-21.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Besides catering to the gender related topics chalked out in the syllabus, the institution takes several holistic measures to provide a clear idea on Gender equality.

Following are the programmes organized by the college for gender equality in 2020-2021:

- **Seven Days Workshop on Self Defence from 06/12/21 to 12/12/21.**
- **Short term course on Yoga from 23-12-2021 to 29-12-2021.**
- **Smarth Bharat Parb on Yoga organized by the Students Union and cell in collaboration with Vivekanand Kendra, Jorhat on 25/12/2021.**
- **Human Rights Day on 10/12/2020.**
- **Health Awareness Program on Cancer on 22/10/2021.**
- **International Women's Day 8/03/2021.**
- **Street Play on Gender Equityon 08/03/2021.**

- **National webinar on 'Women Raising: The Unseen Barrier in Covid 19' in collaboration with National Institute of Disaster Management on 11/09/2020.**

To ensure the safety and security of the students the institution takes up certain measures such as:

- **In campus Hostel facilities for meritorious students.**
- **Round the clock CCTV surveillance and security services.**
- **A hygienic ambience along with safe drinking water facilities.**
- **Well equipped Girls' common room.**
- **Library and internet facilities in the college campus and hostel and**
- **Medical centre for emergency purposes.**

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	**Nil**

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

- **Solid waste management: The solid wastes accrued in the campus are first collected and dumped in a garbage dumpster to be eventually carried away by garbage disposal vehicles of the Jorhat Municipal Board. Kitchen waste generated from the hostel is used for Vermicompost.**
- **Liquid waste management: Sewage generated from the girls' hostel, canteen and other sources are drained into soak pits located in various parts of the campus.**
- **E-waste management: Under certain exchange schemes, some electronic wastes are replaced with new ones. The rest are taken care of by scrap dealers for safe disposal.**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **1. Restricted entry of automobiles** **2. Use of Bicycles/ Battery powered vehicles** **3. Pedestrian Friendly pathways** **4. Ban on use of Plastic**	**A. Any 4 or All of the above**

5. landscaping with trees and plants	

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**D. Any 1 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institution has composite student strength from various cultural, regional, linguistic, religious and socio-economic backgrounds. The college provides a platform in which all the students of diverse background are assimilated.

The Institution provides optimum scope for linguistic studies in subjects like English, Assamese, Hindi, Bengali and Sanskrit. The bilingual teaching methods are practiced to provide education to students of different linguistic background. The Department of Assamese annually celebrates Matribhasha Divas on 21st February for the development of mother tongue of the state. The annual College magazine DCBIAN keeps the separate sections for the students of different linguistic groups to express the thoughts through creative writings. The IQAC also publishes an international multilingual Journal- INTUIT which accommodates the research based articles, research papers from different linguistic studies. In the college week, cultural and literary competitions are organized to develop the talents of the students.

The Institution also provides ample scope to accommodate the students from socio economically backward classes. Seats are reserved for the students of Scheduled Castes, Scheduled Tribes, Other Backward Classes, Tea Garden Communities, Minorities and Economically Backward Classes as per reservation norms of GOI and the State Government.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution always strives for creating a democratic culture among the students and employees. The important decisions on administrative and academic issues are decided by the consent of the majority. The office bearers of different committees, societies and forums are either elected or selected on the basis of majority consent. Students Union Body is constituted with the directly elected representatives of the students.

The institution observes national as well as international festivals every year to sensitize the students and employees to constitutional values, rights, duties and responsibilities of citizens. The institution observes Constitution day, Voters day, Republic Day and Independence Day every year. Besides the National festivals, important International red letter days such as Human Rights Day, International Women's day, International Yoga day etc. are observed regularly.

Courses on Professional ethics and Environmental ethics are included in the syllabus of the UG programmes. Besides this, students are given the opportunity to learn the matters of professional ethics by organizing the academic and cultural events such as College Week, Fresher's Social, and Farewell etc. They are taught to maintain the minutes of the meetings of the departmental forums, rapporteur the sessions of deliberations, workshops, and seminars etc.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Response:

The institution celebrates National and International commemorative days, events, and festival in various ways. Independence Day, Gandhi Jayanti and Republic Day are the major national festivals observed by the College every year. During the Independence and Republic day celebration, the tricolour is hoisted by the Principal along with the members of the staff and students. It is followed by a talk on the significance of

these two red letter days in the history of India. The NCC cadets of the college participate in the Independence and Republic day parade organized by the district administration.

Birth anniversary of Dr.Sarvapalli Radhakrishnan is widely celebrated as the National Teachers' Day. Gandhi Jayanti is celebrated to commemorate the Birth anniversary of Mahatma Gandhi. During the year 2020-2021the department of Philosophy organized an online talk programme on relevance and appeal of Gandhian philosophy followed by a quiz competition. Besides those mentioned above, the department of History organized an online State Level essay writing competition and an on the spot essay writing competition among the students of the college.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. EMPOWERMENT OF WOMEN

Objectives:

- **To create awareness on women empowerment, development of physical and mental health.**

Context:-

- **Endeavour social awareness on issues of women.**

The Practice:

The college organized:

- **Seven Day Workshop on Self Defence from 06.12.2021 to 12.12.2021.**
- **Short term Yoga Course from 23.12.2021 to 29.12.2021.**

Evidence of Success:

- **The participation of students and faculty members was overwhelming.**

Problems Encountered and Resources Required:

- **Covid protocols had to observe.**

1. **CELEBRATION OF AZADI KA AMRIT MAHOTSAV**

Objectives:

- **Enlighten the students on the issues of freedom.**

The Practice:

The college organized:

- **Wall-Painting Competition on 12.11.2021.**
- **Online State Level Prize Money Essay Competition on 2-10-2021.**
- **Quiz Competition on 06-10-2021.**
- **Essay Competition and a Talent Hunt Programme on 06-12-2021.**
- **Talk programme on 26-02- 2021.**
- **Talk on “Cancer: Its Causes, Symptoms, Prevention and Treatment - Thrust Area: Breast Cancer” on 22-10-2021.**
- **Online talk on Menstruation Hygiene and Awareness on 28-05-2021.**

Evidence of Success:

- **The participation of students and media broadcasting has made the events a grand success.**

Problems Encountered and Resources Required:

- **Those students who opted for online classes could not**

participate in the offline competitions.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The vision of DCB Girls' college is to disseminate higher education among womenfolk of Jorhat and its rural neighbourhood. to strengthen the women power of Jorhat and its rural neighbourhood. The priority of the institution is to empowerwomen in all aspects.Hence the thrust in this year was given to build Future Women Managers who can develop their own potentialities as well as develop the society. Keeping in view the thrust area of this year, the college has initiated various programmes to teach values and social responsibilities, assertiveness to gender rights and so on.

Some of the noteworthy programmes organized by the institution during the year are:

1. Talk Programme on the occassion of International Women's Day:08.03.2021.
2. Five-Day Yoga camp in collaboration with Vivekanand Kendra, Jorhat : 22.9.2021 to 26.09.2022
3. Talk programme on the occassion of International Human Rights Day :10.12.2021.
4. Seven-Day workshop on Self defence: 06.12.2021 to 12.12.2021.
5. A lecture programme on the occassion of "Samartha Bharat Parba" in collaboration with Vivekanand Kendra, Jorhat : 25.12.2021.
6. A Short Term Yoga Course : 23.12.2021 to 29.12.2021.
7. Talk on NCC and Nation Building:27-11-2021
8. Blood donation Camp:28-11-2021
9. Lecture on National Integration: 13-08-2021
10. Rally on National Pollution Prevention Day:02-12-2021

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Response:

The IQAC plans for :

1. **To introduce add-on and value-added courses for Under-Graduate Students.**
2. **To apply for affiliation of Post Graduate Courses on Life Science and Assamese from Dibrugarh University.**
3. **To organize workshop on professional ethics.**
4. **To organize faculty development programmes for teaching and non teaching staff of the college.**
5. **To organize workshops on use of ICT as teaching learning method.**
6. **To initiate students research projects for advance learners.**
7. **To organize extension activities with Government Organisations, NGOs etc.**
8. **To encourage the faculty members for e-content development.**
9. **To organize more gender equity programmes.**
10. **To observe the national and international commemorative days.**
11. **To organize career counseling programmes for competitive examinations.**
12. **To organize programmes on constitutional obligations: values, rights, duties and responsibilities of citizens.**
13. **To initiate collaborative activities for research, faculty exchange, student exchange etc.**