Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**WOMEN'S COLLEGE, TINSUKIA**
Name of the head of the Institution	**Dr. Rajib Bordoloi**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03742338826**
Mobile no.	**8721877856**
Registered Email	**iqacwcttsk@gmail.com**
Alternate Email	**wcttsk@gmail.com**
Address	**Rongagora Road, Durgabari, Tinsukia, Assam**
City/Town	**Tinsukia**
State/UT	**Assam**
Pincode	**786125**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Women**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr. Budul Chandra Das**
Phone no/Alternate Phone no.	**+919706467330**
Mobile no.	**7002179026**
Registered Email	**iqacwcttsk@gmail.com**
Alternate Email	**wcttsk@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://wcttsk.ac.in/uploads/files/AQAR_2018-2019_Final%20Submission(13_2_2020%20with%20Review).pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://wcttsk.ac.in/uploads/files/Academic%20Calendar%202019%20-%202020.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	**B++**	**2.87**	**2017**	**30-Oct-2017**	**29-Oct-2022**

6. Date of Establishment of IQAC	**23-Jan-2004**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries

IQAC		
Programme on Career & Placement Opportunities	21-Sep-2019 1	200
Legal Awareness Programme	09-Sep-2019 1	106
Invited Talk on	05-Sep-2019 1	350
Implementation of Mobile App	05-Feb-2020 365	1279
Induction Meeting for B.A. and B. Com First semester students organized	15-Jun-2019 1	326
Induction Meeting for Higher Secondary First Year students organized	07-Jun-2019 1	148
Summer Special Classes arranged for H S Second Year Students (Arts& Commerce)	01-Jul-2019 12	75
Student Satisfaction Survey is made among Final Semester Students and Analysed (Process was delayed due to COVID19 Pandemic)	07-Sep-2020 1095	268
Feedback Collected from Teachers, Guardians, Non-teaching Staff and Alumni and Analysed (Process was delayed due to COVID19 Pandemic)	10-Sep-2020 365	339
Feedback Collected from Students and Analyzed (Process was delayed due to COVID19 Pandemic)	05-Sep-2020 365	697
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
FDP (Dept. of Economics)	FDP	UGC	2019 396	690170
Girls Common Room	Facilities for Girls Common Room	DHE, Assam	2019 365	100000
National Green Corps (Dept. of	National Green Corps	Dept. of Science &	2019 365	5000

Science & Technology, Govt. of Assam)		Technology, Govt. of Assam		
NSS Cell, Dibrugarh University	Regular Activities and Special Campaigning	Dibrugarh University NSS Cell	2019 365	105500
Excursion Grant for Students	Excursion Grant	DHE, Govt. of Assam	2019 365	100000
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	**14**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

1) An one Day (10 am to 4 pm) Free of cost "Health Camp" has been organised in association with RMRC, Dibrugarh (Indian Council of Medical Research, Govt. of India) in the college campus for Health Checkup of all the stake holders of the college on 07th Nov., 2019.

2) A "Legal Aid Clinic" has been inaugurated in the college campus on 17thNov., 2019 by Honourable Justice Mr. M. Katiswar Sing, Judge of Honourable High Court, Guwahati. In association with District Legal Service Authority of Tinsukia (Assam), this Legal Aid Clinic has been inaugurated and it aims to provide Legal support, whenever required, to the stakeholders, especially students and staff, of the college.

3) A presentation programme on 'Digital Attendance Collection System' for the students of the college has been organised on 21st Jan., 2020 and on its accomplishment, the Mobile App. "Class o' Clock" is implemented for taking Digital Attendance of Students (with other feathers for teachers) in the classroom from 05th Feb., 2020.

4) In association with other committees and cells, IQAC organised a total of 09 (Nine) Awareness Programmeson different issues like Environmental, Legal, Mental

Health, Placement opportunities, Covid19 etc. during 05.09.2019 (1), 09.09.2019(1), 21.09.2019(1), 23.9.2019(1), 30.09.2019(1), 10.10.2019(1), 10.02.2020(1), 07.03.2020 (2).

5) A Memorandum of Understanding (MoU) has been signed with ICT Academy, Chennai for Academic collaboration and outsourcing of Academic Resources on 06th March, 2020 that becomes effective for the college during COVID19 pandemic situation. Faculties and students got chance to participate in different FDPs, Digital Knowledge Webinar Series, Industry Institute Interactive Events etc. organised by the Academy. During April/2020 to June/2020, at least 05 (five) Student Support Programmes and at least 10 (ten) Faculty support programmes like Webinars and FDPs were organised by the Academy where Faculties and Students of the college were benefited.

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

Plan of Action	Achivements/Outcomes
(F) Proposed to Start an "Ethnic Study Centre" in order to create linkage of students with society and community as a whole to fulfill wider aspects of human life.	(F) Professor Mrs. Rekhamoni Baruah has been given responsibility to prepare a plan & chalk-out the matter. Accordingly, in different occasions/celebrations, students of the college are allowed to wear ethnic dresses in order to maintain the tradition of different castes of Assam.
E) Necessary steps need to be taken for environmental activities and proposed to make a plantation drive in new campus of the college.	E) (i) A total of 35 (Thirty Five) solar lights has been purchased under RUSA (2.0) Grant and Installed in the college campus. (ii) Saplings planted but due to COVID19 pandemic and flood situation the maintenance of the same becomes cumbersome.
D) Initiative might be taken to gear up the process of "New Campus Development" at Bajaltali area of Tinsukia.	D) (i) A Quarter for Care-taker has been Constructed. (ii) A care-taker has been appointed on temporary basis. (iii) A Pond has been dug in the campus. (iii) Some sapling has been planted (iv) Construction of New Building in the campus under RUSA (2.0) Grant has been started. (v) For Boundary wall construction Grant, initiative has been taken.
C) Planned to increase number of ICT enabled Classrooms in order to upgrade teaching-learning Process.	C) Six (06) numbers of Major/Honours Classrooms were newly enabled with ICT Facility. More augmentation process have been going on under RUSA (2.0) Grant.
B) In order to introduce Multidisciplinary approach of Education in the college, IQAC planned to propose	B) Authority of the college informed that Proposal of introduction of Science stream in the Governing Body

to the Governing Body of the College to introduce Science Stream in the college.	has been placed and necessary approval in this regard has already been obtained from the same.
A) To conduct a "Language Proficiency Survey" in order to identify students' proficiency in different languages so that Classroom teaching can be helpful through identification of different levels of learners' understanding of classroom delivery of lectures.	A) (i) The Survey has been made during SepOct/2019 among students of 1st Semester of B.A. B.Com (ii) Analyzed the data and observed students' proficiency in reading, writing and speaking of different languages. (iii) Report Submitted to Authority. (iv) Authority has taken necessary steps by instructing the faculties to take classes as per students' proficiency in their languages.
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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
Governing Body, Women's College, Tinsukia	24-Sep-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**Yes**
Date of Visit	07-Sep-2017
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	2020
Date of Submission	30-Jan-2020
17. Does the Institution have Management Information System ?	**No**

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Since the college is affiliated to Dibrugarh University, Assam, it cannot develop a curriculum on its own. Within the existing curriculum, the college offers 10 (ten) and 12 (twelve) core subjects to choose from; but, in self Financing programmes like B.Com, the Flexibility is slightly low. However, the Institution has its own strategy to implement the university planned curriculum

by preparing a central Routine of classes for all semesters so that no student either of Major/Honours or core deprive of shortage of classes. It is also taken care of, when preparing the Class Schedule, that courses of all semesters would complete in due course of time. For recording and monitoring of progression of courses, a system of maintenance of a Teachers' Diary has been implemented where each teacher records their daily progression of courses, in accordance with their Teaching plans those they displays in the departmental Notice Board at the beginning of the classes of each semester. The Vice Principal of the college, being Head of the Academic Committee, monitors the system and verifies the Diaries of the Teachers and preserves the documents in his custody at the end of the Academic year.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	Nil	30/06/2020	365	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
PGDCA	No New Course Introduced	30/09/2020
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Major in Assamese, Bengali, Eng., Eco., Edu., Pol. Sc., Philo., Hindi, Maths Sanskrit	17/06/2019
BCom	Specialisation in Accounting and Finance	17/06/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Yoga Course	27/08/2019	100
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Industrial Visit to "DainikJanambhumi" Printing Press, Tinsukia, Assam by B. Com and BBA	23

	6th Semester Students of Commerce Department on 12th Feb. 2020.	
BA	Field Project under taken for "Practical experience of Court proceedings" as a programme of Hands on Experience by Teachers and 6th Semester Students of Pol. Science Dept. on 06/12/2019 & 08/02/2020	32
BA	Field Visit by the 6th Semester Students of Tourism Department to understand the scope and potentiality of the tourism industry under the supervision of HoD, Tourism Department, Women's College, Tinsukia during 2019-2020	78

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

1. An online feedback collection system has been introduced in the college and the collected feedback from students are analysed criterion wise. In first 12 criteria, students are asked certain direct questions to provide their response either in affirmative or in negative way. In criterion 13, students are asked to provide their overall comments and suggestions, if any, regarding the first 12 criteria. In criterion 14, students are asked to provide their feedback concerning their respective teachers in a 5 point scale and finally asked to offer their assessment on the college on a 10 point scale. In the session 2019-2020, a total number of 697 students provided their feedback where 75 to 97 percent students expresses their satisfaction regarding different aspects of the college. On overall grading, 92.6percent students provided the college above 6 point in a 10 point scale. Along with a detailed report of the criteria wise analysis of feedback collected from students, the individual teacher assessment sheet (criterion 14 of the feedback form) is submitted to the authority for necessary remedial measures. 2. From the session 2018-2019, in a 12 point structured format, a Students Satisfaction Survey (SSS) also is made among outgoing students where 200 students participated. In the year 2019-2020 also SSS has been made online among outgoing students due to COVID19 pandemic Situation where 268 students has participated. 3. Online Feedback also has been collected from other stakeholders and analysed accordingly. The Number of

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Honours in Assamese, Bengali, Eng., Eco., Edu., Pol. Sc., Philo., Hindi, Maths& Sanskrit	300	400	294
BCom	Honours in Accounting and Finance	50	32	32
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	945	0	39	0	0

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
39	39	217	10	4	1
View File of ICT Tools and resources					
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Since the Academic Session 2016 2017 the Institution is continuing its students mentoring system through its own Academic performance monitoring and counselling cell (APMC Cell). The Cell in each academic year appoints some teacher guardians who monitor the students' activities, attendance, and performance in in-semester examinations, and accordingly guide them for better performance in their academic life. The appointed Teacher guardians establish contact with the students of his/her team and brief them about the rule/ regulations and the course curriculum of the University and talks them through the procedures to get familiar with the system and gives them tip on the roadmap to success. The Teacher Guardian establishes a friendly rapport with the students and creates an environment where the students feel free to express their grievances/ inconveniences if there is any. The Teacher Guardian also tries keep close contact with the parents of the students and keep them updated about matters that he/ she deems necessary. Teacher guardian also holds frequent meetings with the students and helps them with books, study materials etc. Besides, teacherguardians also help and advice the students in solving their personal problems, health, financial or mental issues. A New APMC Cell has been Constituted comprising the Principal as Chairperson, the Vice Principal as the Convener and the IQAC Coordinator as the member. In the academic year 2019 2020, under the supervision of the Honorable Principal Vice Principal of the college in association with IQAC, continuous monitoring and mentoring of students were done. The Authority asked each teaching faculties to keep close observation on students' problems related to Academic, health, financial or mental issues. Moreover, at the beginning of the academic year 2019 2020, the Authority in association with the IQAC of the College organizes two (02) Induction Meeting for H.S. 1st Year Students on 07 June 2019 for B.A. B. Com. Students on 15 June, 2019 in order to guide them by pointing out certain tips for their better academic progression during under graduate courses. The Principal of the college in the meeting specially advised the students to use the College Library and its facilities for academic progression of the students as much as possible and to contact the Convener/Coordinator of different related committees/cells when and where they feels the necessity of any sort of assistance. Furthermore, the IQAC keeps close contact with the students through the Students' Union of the college. The IQAC had already taken a resolution in a meeting held on 12. 03. 2018 to sit with the students Union once in the end of every Month, in normal circumstances, and successfully complying, to listen to students' problem, if any, and to advice and Guide them in their overall academic arena.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
945	39	1:24.2

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
33	30	5	2	13

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2020	Nil	Associate Professor	Nil
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	B. Com	1st, 3rd and 5th Semester	11/12/2019	13/03/2020

BCom	B.Com.(CBCS)	1st Semester	06/12/2019	06/03/2020
BA	BA (Major and Non major)	1st, 3rd and 5th Semester	11/12/2019	13/03/2020
BA	BA (Honours and Non Honours)	1st Semester	06/12/2019	13/03/2020

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The institution has limited scopes for reform on internal evaluation at the institutional level as the modalities for the same (i.e. internal Sessional examination) has been devised by the affiliating university only. However, with a view to making the reforms continuous/rigorous and student oriented, some novel initiatives have been taken by the institution – • Reform: To make the students familiar with the use of OMR, it has been made mandatory to use OMR type question papers in at least one paper in Sessional examinations. • Continuous Evaluation: (a) Quizzing: All the HoDs have been directed to make sure that towards the end of every theory classes there must be a short quiz session to figure out the level of learning of the students. Teachers will be able to figure out the students with better understanding of the subject and accordingly can give grading to them. (b) Class Assignment: Regular class assignments are given to the students to evaluate their level of learning. (c) Group discussion: Group discussions are regularly done at the end of every Unit/ Lesson. This is a very useful tool to accesses the grasp of a student on a subject. (d) Unit test: Unit tests are conducted at the end of each unit to accesses the performance of a student. (e) PPT presentation: Students are to give presentations on a topic of their choice using PPT and smart board. Evaluators figure out the level of their grasps on these ICT tools along with their hold on the subject. (f) Online tests: Few departments also conduct online examinations as a part of their internal evaluation processes. This makes the evaluation extremely swift as the results are obtained instantaneously. Moreover the evaluation process is very transparent. (g) Sessional examinations: Two Sessional examinations are conducted in each session. They are the backbones of the Internal Evaluation process. The first Sessional also serves as a means to find out slow learners from the fast learners. However, due to Covid19 pandemic situation during the session 2019 2020, only one Sessional examination was conducted.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Since the college is affiliated to Dibrugarh University, Assam, the University itself prepares the Academic calendar for its affiliated colleges and the colleges have to abide by it in conduction of different examinations and other related matters along with the observation of different occasions. However, by following the academic calendar prepared by the university, the College itself prepares an Academic Calendar of its own to make the teachers and students of the college aware regarding the schedule of different examinations such as Unit Tests, Sessional examinations, Dated of Seminars and Group Discussions to be organised by the departments for students for internal assessment etc. along with the dates of different occasions to be organised by the college such as Students Union Election, Annual college Festival, Admission dates, dates of commencement of classes, Semester Vacation dates, date of resumption of classes, dates of Notification of class routine, dates of Form fill up etc.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
B. Com	BCom	Specialisation in Accounting and Finance	29	24	82.75
BA (Non-major)	BA	Non- major in Assamese, Bengali, Eng., Eco., Edu., Pol. Sc., Philo., Hindi, Maths, Sanskrit, History, Sociology	129	101	78.29
BA (Major)	BA	Major in Assamese, Bengali, Eng., Eco., Edu., Pol. Sc., Philo., Maths& Sanskrit	178	143	80.33
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://wcttsk.ac.in/uploads/files/SSS_REPORT_2019-2020.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Total	0	Nil	0	0
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
A Practical presentation programme on 'Digital	IQAC, Womens College, Tinsukia	21/01/2020

Attendance Collection System'_"Class O' Clock" Mobile App._ for the students of the college has been organized for Teachers of the College.		
Virtual Power Seminar on "Nurturing the Graduates on Industry Readyness" with 282 Participants of Women's College, Tinsukia	IQAC, Womens College, Tinsukia in association withICT, Academy, Chennai	26/05/2020

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	Nil	Nil	30/06/2020	NIL
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
1	Composite Fish Farming	Women's College, Tinsukia	Atmanirvar Wimcol	To gain self reliance in the field of food and nutrition for Hostel Boarders of the college.	09/07/2019
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Not Applicable	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Education	1	5.12
National	Economics	1	5.25
International	Economics	2	0
National	Philosophy	1	0
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication

Philosophy (Chapter in SLM)	2
Assamese (Chapter in Book)	1
Economics (Chapter in book)	3
English (Chapter in book)	1
Political Science (text Book)	5
Education (Book)	5
Education (Chapter in Book)	1
Political Science (Chapters in Book)	1

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	Nil	2019	0	Nil	0

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	2020	0	0	Nil

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	7	91	0	0
Presented papers	1	6	0	0

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
MASK MAKING	NSS Unit, Womens College, Tinsukia	1	9
AWARENESS VIDEO TO PREVENT COVID 19 INFECTION	NSS Unit, Womens College, Tinsukia	1	32
ON LINE AWARENESS CAMPAIGN ABOUT DO'S AND DON'T'S TO	NSS Unit, Womens College, Tinsukia	1	26

PREVENT COVID 19			
TRAINING ON BASICS OF COVID 19 AND INFECTION AND PREVENTION	NSS Unit, Womens College, Tinsukia	1	14
'SPITTING KILLS' CAMPAIGN	NSS Unit, Womens College, Tinsukia	2	200
LEADERSHIP CERTIFICATE Awarded to NSS Unit Womens College, Tinsukia	Sambandh Health Foudation	1	200
NE NSS FESTIVAL, KOHIMA SCIENCE COLLEGE, JOTSOMA, NAGALAND	NSS and Govt. OF NAGALAND	1	5
LEGAL AWARENESS PROGRAMME	NSS in collaboration with District Legal Services Authority Women's Studies and Development Cell	6	60
WOMEN EMPOWERMENT PROGRAMME (TRAINING ON CRAFT MAKING IN ADOPTED VILLAGE)	NSS Unit, Women's college, Tinsukia	4	60
WORLD ENVIRONMENT DAY	NSS Unit and IQAC, Women's College, Tinsukia	20	50
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Spitting kills Campaign	Leadership certificate	Sambandh Health Foundation (NGO)	200
Social Service under NSS	Best Volunteer Award	DYAS, Govt. of Assam	1
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Popular Talk on Happiness	Tinsukia Commerce College, Tinsukia, Assam	A team of Women's College, Tinsukia participated in the Programme where Resource	3	20

		Person was V.K Sartoshi, Delhi School of Economics.			
Spitting Kills Campaign	Nss unit, women's college, tinsukia and sambandh health foundation, tata trust cancer foundation	On line campaign to stop spitting in public places	2		200
Legal Awareness	NSS / DLSA/Curriculum Enhancement Cell	Speech, Drama, Art Competition on Legal Awareness	3		200
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Nil	0	Nil	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Spoken Tutorial and IT / Software Training Programme	Spoken Tutorial (ST) Training	Spoken Tutorials, IIT, Bombay	01/07/2019	30/06/2020	927
Career and Placement Opportunities	Programme on Career and Placement Opportunities	SKY International Academy, Labanya Plaza, 2nd Floor, MRD Road, Silpukhuri, Guwahati-3, Assam	21/09/2019	21/09/2019	200
Provision of providing Industry relevant	Memorandum of Understanding	M/S ICT Academy, ELCOT Complex, 2-7	06/03/2020	31/12/2020	400

Training programs, conduction of Guest lecturers, seminars, workshops etc. for Students and teachers of the college.	developed Plots, Industrial Estate, Perungudi, Chennai-600096, Tamilnadu, India		

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
ICT ACADEMY, CHENNAI	06/03/2020	Being member College of ICT Academy, the teachers and Students of Women's College, Tinsukia can avail different Programmes can organize 2 FDP of 7 days duration. Moreover, ICT Academy shall provide Industry relevant Training programs etc.	984
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
50	46.03

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Newly Added
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Classrooms with Wi-Fi OR LAN	Existing

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL (OPAC)	Fully	1.0	2011

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	17065	940328	82	15123	17147	955451
Reference Books	26170	2370766	470	119342	26640	2490108
e-Books	97069	5900	0	0	97069	5900
Journals	22	0	0	4200	22	4200
e-Journals	6004	5900	0	0	6004	5900
Digital Database	1	59800	0	0	1	59800
CD & Video	263	6046	7	0	270	6046
Library Automation	43165	0	568	0	43733	0
Weeding (hard & soft)	740	22940	0	0	740	22940
Others(specify)	12667	0	160	0	12827	0

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
DR. TANUSREE SARKER	MPS-002/Block-1/Unit-10	IGNOU-RC-Jorhat/student corner IGNOU-RC-Jorhat Facebook page	09/05/2020
DR. TANUSREE SARKER	BPSC-132/Unit-5	IGNOU-RC-Jorhat/student corner IGNOU-RC-Jorhat Facebook page	26/05/2020
MS. SURABI DUTTA	MEC-06/Block-5/Unit-13	IGNOU-RC-Jorhat/student corner IGNOU-RC-Jorhat Facebook page	11/05/2020

MS. SURABI DUTTA	MRDE-101/Block-1/Unit-1	IGNOU-RC-Jorhat/student corner IGNOU-RC-Jorhat Facebook page	18/06/2020
DR. DREAMSEA DAS	BPY-001/Block-4/Unit-3	IGNOU-RC-Jorhat/student corner IGNOU-RC-Jorhat Facebook page	13/05/2020
MS. PIYALI DASGUPTA	MSO-002/Block-4	IGNOU-RC-Jorhat/student corner IGNOU-RC-Jorhat Facebook page	26/05/2020

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	126	4	3	2	1	9	8	4	9
Added	74	0	0	0	0	2	0	0	82
Total	200	4	3	2	1	11	8	4	91

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

4 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Media House, Womens College, Tinsukia	Not Linked

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
23.07	21.62	7	6.96

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

1. Laboratory: The laboratory of the Education Department is maintained by the support staff of the department. 2. Library: The library of the college is partially automated where SOUL (OPAC). It is a very rich library with 43,787 printed books, e-books, e-journals etc. and is of open access type. It has a provision for External Membership also. The library also has been running a

Mobile Library project, under which books are provided to schools, clubs etc. at their doorsteps. The printed books, their circulations and the book shelves are regularly maintained by the library staff. SOUL and other software are periodically updated and maintained by the Librarian with the help of the outsourced technical person. 3. Sports Ground: The College has a very small play ground where there are arrangements for outdoor sports like Volley ball, Kho Kho etc. Indoor sports like Badminton, Carrom, chess etc. are played inside the multi purposed auditorium. There is a gym of the college comprising various exercise machines. All the sports facilities have been periodically maintained by the college authority by outsourcing required technical persons from local farms. 4. Computers: The college also has4 (four) computer Laboratoriescomprising200 computers. Apart from that the college also has 13 computers for official and other uses. All are connected to internet and their OS and other associated software are automatically updated and maintained periodically under direct supervision of the faculties of the Computer science department. For hardware maintenance, the college has outsourced one technical person from a computer farm and as per our MoU with the farm the technical staff periodically does the hardware maintenance. 5. Classroom and Infrastructure facilities: The College has a total of 26 classrooms with 10 (ten) ICT classrooms and 4 (four) are facilitated with smart boards. The conference hall adjoining the library equipped with a smart board. The College Auditorium is well equipped with Audio amplifiers Microphones, LCD Projectors, Electricity backups and with more than 500 seat capacity which is used for various purposes. An Ethnic museum has also been created in the auditorium. The Auditorium has been used as Multi Utility Infrastructure with badminton and fencing courts. The class rooms and the lecture halls are painted/ whitewashed once in a year. Maintenance of different furniture are done as and when necessity arise. For maintenance of the electrical utilities and equipments, we have outsourced one technical person (Electrician) on contractual basis for regular maintenance of electrical appliances. The said person does the periodic maintenance. The diesel gensets are periodically maintained by technical persons from respective companies. A private firm "DeeTechSollutions, Guwahati" has been outsourced for maintenance of the College Website also. 6. Hostel: The girls' hostel has a seat capacity of 150. A New extension of the hostel has come up with a seat capacity of 28. Elaborate arrangements have been made to provide academic atmosphere, safe and economically affordable accommodation with homely ambience. It is looked after by the authority through the appointed warden and matron. Maintenance is done periodically.

https://wcttsk.ac.in/uploads/files/4_4_2_Proc_%26%20policies4maintaining%26utilizing%20physical%2C%20academic%20and%20support%20facilities_DONE.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	(1) Remuneration for participation in 6th Youth-23 (Men Women) National Fencing Championship held at Tirunelveli, Tamilnadu during 6-8 Oct. 2019 (2) Best Graduate Award (3) Library Best	11	19

Financial Support from Other Sources	User Award		
a) National	Ishan Uday Scholarship	19	1026000
b)International	Nil	0	0

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Yoga Course	27/08/2019	100	Women's College, Tinsukia
Teacher Guardianship	01/07/2019	945	Academic Performance Monitoring and Counselling Cell, Women's College, Tinsukia

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	Programme on Career Placement op portunities in association with "SKY IN TERNATIONAL ACADEMY" on 21/09/2019	0	200	0	0
2019	Career Counseling Programme: "Seminar on Soft Skill" held on 23/09/2019 (Resource Persons: (1) Mr. Mandeep Das, Career Counsellor, Asia Consultancy	0	100	0	0

| 2020 | Programme on placement opportunity in ICICI Bank through NIIT-IFBI's 'Post Graduate Diploma in Sales & Relationship Banking Programme' on 07/03/2020 Note: Further progress is on hold due to Covid-19 Pandemic Situation. | 82 | 250 | 16 | 0 |

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Institute of Finance Banking Insurance (IFBI) and NIIT Ltd.-Regional lead East-TPaaS	82	0	NIL	0	0

(BFSI)	

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	10	B.A.	Philosophy	Dibrugarh University, J.B. College, Jorhat, Tinsukia B.Ed. College etc.	M.A., B.Ed etc.
2019	33	B.A.	Political Science	Punjab University (Punjab), Nalanda University (Bihar), Sikkim Central University (Sikkim), Dibrugarh University(Assam), Women University(Jorhat,Assam), Cotton University (Assam) etc.	M.A. , LLB, BPHED, B.Ed., D. L.Ed. etc.
2019	17	B.A.	Economics	Gauhati University, Dibrugarh University, Tinsukia Law College, Tinsukia B.Ed. College etc.	M.A. , LLB, MBA, B.Ed., etc.
2019	29	B. Com.	Commerce	Dibrugarh University, ICAI etc.	M. COM. (DISTANCE), CMA, DIPLOMA IN INDUSTRIAL ACCOUNTING etc.
2019	26	B.A.	Education	Gauhati University, Dibrugarh University, Arunachal	M.A. , D L.Ed., Fashion Designer Course etc.

					University, DIET, Tinsukia etc.	

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	0

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Sports (Indoor)	Institutional Level	160
Sports (Outdoor)	Institutional Level	180
Literary Activity	Institutional Level	170
Cultural Activity	Institutional Level	185

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Bronze Medal (Senior 52 KG)	National	1	0	PYNo. 000257	Bhagyashree Borphukan

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Students' Union of the college works tandem with the college administration and the IQAC. It sits with the IQAC periodically to discuss different students related academic issues as well as extracurricular activities and the IQAC accordingly discusses the matters with the authority to deal with the issues as per necessity. The Union observes different occasions in the college such as Teachers' Day, Fresher's Social, Farewell Meeting and different occasions of national importance/social significance. It also organizes the Annual College festival where different competitions are held among students and ensures participation of the students in various university level/ state level /national level competitions. The Union also keeps strict vigil on matters related to students' welfare, safety, security, grievances etc. The college as a part of its stated policy of ensuring participative governance always ensures participation of student bodies in various statutory/ nonstatutory bodies of the college., for example, IQAC, Project Monitoring Unit (RUSA:2.0) of the college etc. In Women's College, Tinsukia, there is a scope for students' representatives to be included as members of bodies like Internal Complaint Committee, Sexual Harassment prevention Cell, Anti Ragging Cell etc. The other Major Activities of the Students' Union are – • To organize periodic meetings

among the members of the Union. • To organize General meeting of the College Week, Fresher's Social, Farewell Meeting etc. • To monitor and to inform to the college authority if any grievances is observed. • To report periodically to the authority regarding the completion of courses taught in the classroom teaching. • To take initiative to join in different sports and cultural events organized by the affiliating university or neighboring colleges. • To take responsibility to publish the Annual college Magazine "Monjari" at due time. • To organize Annual college Festival in order to encourage the general students in their extracurricular activities. • To organize literary academic activities/competitions, symposium/workshop etc. among students. • To organize social service camps in collaboration with the NSS unit under Swachh Bharat Abhiyan and to helps the authority in its extension activities. • To looks after the students' common room related to its cleanliness, discipline and the facilities amenities available in it. • To keep record of all the programme organized by the Students Union in 'Central Record Register' as well as in Record Registers of each Official Portfolio Members of the union.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

300

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

The Alumni Association of the college organizes Meetings in each quarter of the year. During the year 2019 2020, the Association organizesonly two Meetings among the Members of the Committee and Alumni due to the COVID 19 pandemic situation.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

In order to ensure Decentralization of Power and Participative management , the College administration, as it has done before, has facilitated the following: (A) Academic Management: With a view to decentralizing the academic management the college authority has constituted the following cells/ committees: (i) Academic Committee: It is the supreme policy making body, which approves the university curriculum with any modification/ enrichment schemes for placement before the G.B. After which it is handed over to the concerned departments to be transacted. At the end of a session it reviews the results and gives suggestions to the college authority regarding any remedial action/ modification in teaching learning strategy etc. (ii) Department Management Committees: Each department has its own DMC. The DMC makes budget for the department, makes/ approves teaching plan for each individual teacher, monitors/ reviews teaching learning process and academic performances of the department and above all acts as the bridge between the college authority, academic committee and the departments. It is the ground level agency that ensures smooth transaction of the curriculum of the university. (iii) Examination Board: Examination board is entrusted with the complete

responsibility of smooth running of the university and internal examinations. It has three Assistant Officer incharges, with the Principal as the Officer Incharge. It ensures a transparent and full proof examination and is accountable to the Principal. (iv) Research Committee: It is a committee that plans strategies related to research at the UG level. It also approved proposals for Research Projects to be finally approved by the Principal and if necessary, suggests modifications.(B) Administrative Management: To ensure decentralization and participation in administrative matters the college has (i) IQAC: Constituted as per the UGC and NAAC guidelines, the IQAC of the college works in tendem with the administration to ensure utmost quality in the entire teaching learning processes and other associated aspects. (ii) Purchase Committee: It is constituted as per UGC guidelines and is empowered with the responsibility of approving all proposals related to any form of purchase in the college. It is directly answerable to the Governing Body of the college. (iii) Building Committee/ construction committee: It is constituted as per UGC guidelines and is empowered with the responsibility of approving all proposals related to any form of construction/ Infrastructure development in the college. It is directly answerable to the Governing Body of the college.(iv) Curriculum Enrichment Committee: It has been constituted with a view to enriching the university curriculum so that the students can be provided with a complete education, which in turn will enhance their employabilities and make them compatible in this competitive world. (v) Admission Committee: The committee has been formed in order to perform the activities related to new Admission of Students. The responsibility of the committee is to ensure smooth conduction of the entire admission process and to make it transparent. (vi) Election Committee: This committee is formed every year in order to conduct smoothly the "Students' Union Election" for formation of the Union Body of the Students.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	1) Admission to various courses in the college is dependent on the Academic Calendars of the Affiliating University (Dibrugarh University) and Assam Higher Secondary Education Council (AHSEC). 2) The college strictly adheres to the government rules regulations and maintains a transparent admission policy. 3) The admission process is advertised in State level Newspapers and the college website, well ahead of the admission schedule. 4) Admission is done completely on merit basis following all the reservation rules of the State Govt. However, special relaxation of norms is provided to candidates belonging to BPL category and to students with extra ordinary credentials in sports extracurricular activities.
Industry Interaction / Collaboration	1) As per agreement between Womens College, Tinsukia and Spoken Tutorial

	IT/Software Training Programme by IIT, Bombay initiated by National Mission on Education through ICT, MHRD, Govt. of India to promote IT literacy through open source software, the students of Women's College, Tinsukia have enrolled in various Free and Open Source Software (FOSS) Courses. A total number of enrolled students in different FOSS Courses during the academic year 2019 2020was 927. (2) As per MoU between Womens College, Tinsukia and ICT Academy, Chennai for Academic collaboration and outsourcing of Academic Resources on 06th March, 2020, Faculties and students of the college got chance to participate in different FDPs, Digital Knowledge Webinar Series, Industry Institute Interactive Events etc. organised by the Academy.
Human Resource Management	The aim of the administration has been to optimize the use of human resources available within the system. 1. The Endeavour has been to make the capability of the administrative staff multidimensional. Systematic training and skill development programs are introduced so that every single staff is capable of shouldering total responsibility of a project on his/her own (e.g. every administrative staff is computer friendly with indepth knowledge of accounts, office management etc.). 2. A section of the teaching faculties are well versed in various aspects of office management. This extra quality, apart from their normal teachinglearning activities, helps the administration in smooth running of the college at any moment. These trained / competent and knowledgeable teaching faculties can be utilized as a backup system under such circumstances where work at war footing is required.
Library, ICT and Physical Infrastructure / Instrumentation	1) LIBRARY (a) The College Library is Open Access type and it has 17,147 Nos. of Text Books, 26,640 Nos. of Reference Books, 97,069 E-Books(N-LIST)), 22 Journals, 6,004 E-Journals (N-LIST), 14 Magazines and 9 Newspapers and 270 CD Video to cater for both students and teachers. (b) The average no. of daily users of the Library is 78. (c) The capacity of the Library reading room is 87. (d) The Library is fully automated with SOUL (OPAC) Software in use for

	complete transactions in the Library. (e) The Library has 21 (twenty one) Nos. of Computers and out of these 16 (sixteen) Computers are fully equipped with high speed wi-fi internet connection which students can access every working day.
Research and Development	1) The earlier 'Research Committee' has been continued to facilitate and guide research activity at under graduate level. 2) As a result of its initiatives, 06 of our faculty members have been engaging themselves in active research work as registered Research Scholar under Assam University, Dibrugarh University and Arunachal University.
Examination and Evaluation	1) While all the final examinations and evaluation works are held and done by the University, the college conducts i. Internal Evaluations like Sessional Examination, ii. Holding of Seminars, iii. Group Discussions and iv. Recording of student attendance These constitute 20 of the weightage in the Final Examination. 2) An Examination Board is constituted every year to ensure smooth conduct of all the internal and external examinations.
Teaching and Learning	1) Hands on Experience: Departments plan to do the same. 2) Teachers Use ICT tools for better teaching learning process. 3) a) To monitor the strengths and weaknesses of the teachers and students, the Academic Committee periodically asses the performances of them with the help of students feedback, Students' and Teachers' Diary and the results of various internal examinations. b) As and when any short coming/weakness is detected related to the teaching learning process, necessary remedial measures are taken to minimize the consequential effect. Concerned teacher(s), student(s) and their parents are called by the Principal and are apprised of the situation and subjected to a teacher guardian/counsellor for necessary remedial measures.
Curriculum Development	1) A Curriculum Enrichment Committee is formed on 08/08/19. 2) From time to time senior faculties of our college are invited by the Boards of Studies of the University to take part in curriculum planning and design.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	The College Library is fully automated with SOUL and materials have been made available with the help of Inflibnet, N-LIST, Swayamprabha etc. 2) The college website is comprehensive with all available features and is linked with various govt websites.
Administration	The College Management Software is in place (introduced during last session).
Student Admission and Support	Admission process has been done online, and Attendance management system has been done automatic by using a Mobile App "Class O Clock" from this session.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	Nil	Nil	Nil	0

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Nil	7 Days Orientation Programme on Online salary Bill Preparation	08/07/2019	15/07/2019	0	5
2020	"Workshop on Online Examination System Using Google Forms"	Nil	11/03/2020	12/03/2020	10	0

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation Course (Education)	1	17/01/2020	06/02/2020	21
Online Refresher Course in Philosophy (Swayam)	1	01/10/2019	17/01/2020	109
Refresher Course(Economics)	1	20/07/2020	01/08/2020	14
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
2	2	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1) There is a scheme named Employees' Mutual Benefit Fund, which provides financial assistance to needy teachers in the forms of loans. 2) The College provides Free Ambulance service Facility to the Teaching Community during emergency.	1) The non teaching staffs are also covered under the Employees' Mutual Benefit Fund Scheme and they can avail similar benefit as enjoyed by the teaching staff. 2) The College Administration provides free housing accommodation to GradeIV employees. This is, keeping in view, their weak financial condition. 3) The College provides Free Ambulance service Facility to the Nonteaching staff also during emergency. 4) Free Electricity and Running Water Facility also has been provided to the Support staff of the college in the staff quarters.	Besides the Scholarships offered by the Govt. like National Merit Scholarship, Ishan Uday Scholarship, State Merit Scholarship, Scholarship for SC/ST students etc, the college has its own schemes of offering scholarship to the needy and meritorious students. Some of such schemes running at present are 1) Dr. Indira Miri Scholarship 2) ChandrapravaSaikiani Scholarship 3) Benu Bhushan Dey Scholarship. 4) Student Aid Fund for the needy and poor students. 5) Library Book Bank provides free books on loan basis to the needy students. 6) Free Health Checkup camps have been organized by Medical Health Care Cell. 7) Accidental Benefit Insurance has been done for the students. 8) An Account as 'Welfare Fund'

			for poor and needy students has been opened at Bank of Boroda (Tinsukia Branch) on 4th February 2019, Tinsukia. 9) Time to time Free Coaching to outgoing students for Job entry are provided.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The institution conducts internal as well as external audits regularly: 1. The Internal Audit: It is a process which was adopted by the college since its inception. It provides the unbiased, independent reviews of the financial system of the institution. The audit includes the examination of the internal controls, accounting and financial reporting. The internal audit is done by the institution on time to time basis. After preparation of Cash Book, Ledger of the various fund of the college, the authority of the college calls local Registered Chartered Accountant for Internal Audit. Chartered Accountant and his Associates checked and verified all the documents with the cash book, cash collection register, stock book and payment vouchers etc. of various fund. Finally local Charter Accountant submits his final report to college authority in the form of statement of receipt payment account for each financial year from March to April. 2. The External Audit: External Audit performs an audit in accordance with the specific law or rules of financial statement, materials provided for improvement of infrastructure etc. which was came in force after the college was brought under GrantinAid system of the Government. After the completion of Internal Audit, the college authority communicated to local audit (State Govt.) for further proceedings. The Director of Audit (Local fund), Guwahati depute two Audit officer for physically verification and check all the books and vouchers like Cash book, Ledger, Bank Statement, stock books, fee collection register, receipt and payment accounts etc. of every financial year. After the completion of audit works the Govt. Auditor raise their audit objection to the college authority, if any, and after that the college authority meet the audit objection. If they satisfy with the Accounts, they recommend for final report to the Director of Audit, Govt. of Assam.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

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

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Parents put forward their valuable suggestions/observations for overall development of the college through feedback which could be utilised in planning for future improvement of the college. 2. The parents used to interact with the teachers and college authority time to time and give their valuable suggestions in various meetings organised by the college authority and departments. 3. The Parent Teacher Association meets the Heads of the Departments to deal with the issues related to the absence of students in their classes and try to convey the message to the respected guardians in their meetings to take necessary action.

6.5.3 – Development programmes for support staff (at least three)

1. Group Insurance is done for the support staff. 2. Basic training on Fire safety devices has been given. 3. Free health check up and psychological counselling programmes has been organised and 4. COVID19 awareness programme has been arranged.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1) Innovation in teaching learning by introduction of ICT components. 2) Augmentation of sports infrastructure. 3) Creation of Green Campus by introduction of Solar Powered Street Lights and Installed 35 more Solar Lights in the campus during this session. 4) Increase in ICT enabled Classroom and Laptop/Desktop Computers in computer Lab(s). 5)Installation of Power Transformer in the campus.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	**Yes**
b)Participation in NIRF	**Yes**
c)ISO certification	**No**
d)NBA or any other quality audit	**No**

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	Regular Feedback Collection and Prompt follow up action.(Due to Covid Pandemic situation the process was delayed)	05/09/2020	01/07/2019	30/06/2020	697
2020	Students satisfaction Survey(Due to Covid Pandemic situation the process was delayed)	07/09/2020	01/07/2019	30/06/2020	268

2019	Language Proficiency Survey	10/10/2019	22/08/2019	30/09/2019	245
2020	Virtual Power Seminar on " Nurturing the Graduates on Industry Readyness" was organised in Association with ICT, Academy, Chennai	26/05/2020	26/05/2020	26/05/2020	282
2020	A National Webinar on " Rabindranath 's Concept of Man" was organised by the Department of Philosophy, Women's College, Tinsukia in association with IQAC, Women's College, Tinsukia with Participants (Total seat Capacity 100) of different Institutions.	26/06/2020	26/06/2020	26/06/2020	100

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
1. Being a Girls' College, special Health Related	01/09/2019	30/09/2019	30	0

Programmes for the students (Girls) and Female (teaching and nonteaching) faculties within and outside the campus are organized such as "POSHON MAH"				
2. Being a Girls' College, in adopted villages and schools, Women empowerment programme and legal awareness programme are organized	08/03/2020	13/03/2020	60	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
1. Plantation of 50 saplings per year at new land. 2. The entire college has Rain Water Harvesting system. 3. 4.4 of power requirement by the college is met by renewable energy sources, 4. Installation of Plastic bank where all forms of plastic bottles, plastic bags etc. are deposited.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	3
Provision for lift	No	0
Ramp/Rails	Yes	3
Braille Software/facilities	No	0
Rest Rooms	Yes	0
Scribes for examination	No	0
Special skill development for differently abled students	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2020	1	1	05/06/202	1	Sapling p	To contri	10

			0		lantation at the newly acquired plot of land in consonance with the observation of World Environment Day.	bute to the green environment and to increase the green coverage on earth.	
2020	1	1	08/03/2020	1	Legal awareness programme in adopted village	To aware the people of the village about various legal provisions to enjoy their rights.	60

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
"Dos and Don'ts (for the students and guardians)"	03/01/2020	The booklets has been distributed to various stake holders for free.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
•Voluntary Blood Donation Camp	14/09/2019	14/09/2019	80
• Lecture Programme, on "Environmental protection and our responsibility"	05/09/2019	05/09/2019	350
• Flood Relief	24/07/2019	24/07/2019	27

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Installation of renewable energy sources at different places of campushas been increased. 2. Restricted use of Plastic in the college and Hostel campus. 3. Initiative taken for maximum use of Sunlight by advancing the office and library hours. 4. Initiative taken for maximum use of computers in office work to minimize use of paper. 5. To make the campus Eco friendly a Plastic Bank has been installed at the campus. 6. Provision of Rain water Harvesting System has been made.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE – 1 1. Title of the Practice: Compulsory Computer Education 2. Goal: The basic objective has been to make the students Skilled in Computer Education so that after graduation students can get better opportunities in Job Market or can make them self employable. 3. The Context: The Context: The step has been taken on the basis of our survey that has revealed the following: • lack of computer proficiency among majority of students. • poor performance of some students in computer application due to non conducive atmosphere at their home front. 4. The Practice: • At the entry level into the Intermediate and Degree Programmes (B.A./B.Com.), each student is enrolled into Basic Computer courses at a very nominal price. • Enrolled students are divided into different groups and classes are taken in accordance with their regular class routine so that students don't face any trouble in taking computer classes. • Classes are taken in different Computer Laboratories of the college which is well equipped with more than 100 computers and a Smart Board. • The faculty members of the Computer Department keeps close contact with the enrolled students for micro monitoring of them for ensuring better technical performances. • Students have open access of the computer laboratories during office hours with high speed free internet facility. 5. Evidence of Success: • Students have realized the benefit of computer literacy and more students are joining in different computer courses provided by the college. • It is expected that this practice of the college will help the students in their future career in the present competitive world. • It is also expected that this practice in the long run will enrich the academic reputation of the college. 6. Problems Encountered and Resources Required: It is found that majority of students are lacking of basic knowledge of computer use. Again, initially some students were found absent in computer classes after taking admission into the courses. However, this has changed gradually and students have started attending the same regularly as their attendance is strictly monitored by the authority. 7. Notes (Optional): Since the Academic Session 2019 2020 the Institution is making it compulsory for each student to take admission into any computer courses in the college such as MS-Office, Tally, DCA etc. However, if any student would not like to take admission in such courses, then they have given the option to take admission into any of the courses offered under Free and Open Source Software (FOSS) courses (Spoken Tutorial Project, IIT Bombay). In the academic year 2018 2019 the computer science department has (COC 286 FOSS 1415)1701 students. However, in the beginning of the academic year 2019 2020, the number of students' enrollment in different COC decreased to 85 only. Hence, the authority has taken the decision to make compulsory computer education for the students of the college to enrich them with computer literacy. This initiative has helped in increasing the number of students enrollment in the department upto (COC 85 FOSS 927)1012 in the second half of the session 2019 2020. BEST PRACTICE – 2 1. Title of the Practice: "GYAN VRIKSHA"– A mission to provide academic resources to the underprivileged schools and thereby to ensure eradication of academic disparity among privileged and underprivileged institutions. 2. Goal: Gyan Vriksha is a long term mission with the following goals – • To adopt schools of this region and to provide necessary academic and infrastructural help to these underprivileged academic institutions. • To bring the vast Library resources of the College to the doorsteps of the academic institutions of the region (Mobile Library under Gyan Vriksha Mission)). • To provide the services of the Guest Lecturers at the institutions of the region. • To undertake a sustainable drive to Popularize science and Mathematics in the region • To popularize Astronomy among the masses in order to eradicate superstitions related to celestial events 3. The Context: The feeder region to this College is one such region where mostly the socio economically disadvantaged people dwell. Social unrest, poverty, susceptibility of the

youths to the lure of anti social and anti national elements, superstition, witchhunt etc. are the major ailments that have been crippling the society. It is believed that Academic development of the region can solve these to a good extent. Being an academic institution with sufficient resources and trained manpower, it is our duty to help them. 4. The Practice: The Mission has a multifarious Character, and hence has multi dimensional activities of its different wings (a) Adoption of School: • MoUs have been signed with the schools. • Students of the said schools are invited to the College and free coaching/ training are given on various topics of their need. •Students from these schools are invited to Exposure Camps that are organized in the College and are given exposure to various fields. • Helps are provided in establishing science laboratories in the schools • Visiting lecturer are sent periodically to these schools (b) Mobile Library: It is an Extension service wing of the College library. Interested institutions have to apply for and acquire Institutional Membership (free). On their request 50 books are provided to them (delivered in their door steps) on loan basis for one month. Spot Reading and Story Telling programs are organized for the kids in schools. The College Library in the session 2019-2020 visited at Saumarjyoti Vidyalaya, Tinsukia on 03/01/2020 and issued 54 books. (c) Knowledge Resource Centre: • Expert Man power, Guest faculties are provided to various schools on request. • Proper experimental procedures are demonstrated • Teachers are trained in their respective fields • Exposure Camps are organized • Disadvantaged schools are provided technical help to establish science laboratories. • Free access to our digital resources is provided. (d) Exposure Camps: • Held twice in a year, the Summer Exposure Camp and the Winter Exposure Camp. The camps are of duration ranging from one week to one fortnight. • Selected students from various schools from the surrounding regions are invited to the camps with their teachers. • Exposures to different fields viz. Humanities, Science and technology, Environment protection, sports, music, health care, Yoga etc. are provided. • Topics of their syllabi are also discussed using various teaching aids. (e) Popularization Camps on Science and Astronomy: • Organized in remote schools, clubs mainly in rural areas • Resource persons from the College go there and perform various day long activities to popularize science and astronomy among the masses, especially among the kids. • During Eclipses activities are organized in a rigorous manner to remove misconceptions and eradicate superstitions. 5. Evidence of Success: • Phobias among the students about science and mathematics have been minimized. • Interest in observational Astronomy have been growing • Environmental awareness is on the rise • Superstitions related to solar eclipse have declined 6. Problems Encountered and Resources Required: • The College and persons involved in the mission have to bear a substantial financial burden in organizing Exposure camps, Popularization camps. • Communication to the remote schools is an issue of concern as sometimes we find that the roads are not motorable. In such cases it becomes difficult to carry our instruments/ teaching aids. • The Social backgrounds of some participating students are so poor that the motivations that they get in the camps are lost as soon as they enter their homes. • The teachers of some schools are ill equipped and most of them are not trained. 7. Notes (Optional): During the Session 2019 2020, following initiatives have been taken under "GYAN VRIKSHA Mission" – (a) Due to Covid pandemic situation, this year instead of 02 (two), 01 (one) Summer Special Camp for Higher Secondary Final Year Students (Arts and Commerce) was organized from 01.07.2019 to 12.07.2018. (b) On the Occasion of National Science Day on 28.02.2020 (i) A Science Model Competition was organised where Students of different Schools of the district Participated and 04 prizes (1st, 2nd , 3rd Group and Consolation Prize) have been awarded with Certificates and Prize Money of Rs. 3800/- among the winning teams. (ii) A Lecture Programme was organized on "Raman Effect" where the Principal of Women's College, Tinsukia displayed a Power Point Presentation and faculty member Dr. Bandita Phukan had given a presentation.

(iii) A 'Scientific Exhibition' was arranged in the Programme where visitors in the programme were shown various science related fun experiments that was aimed at generating interest and inquisitiveness among the students. (c) The Mobile Library, a unique concept run by the central library (to make its resources available at the doorsteps of other needy institutions) of the college has visited the Saumarjyoti Vidyalaya a girls' H.S. School of Tinsukia on 03/01/2020 and issued 54 book titles. Approximately 200 students were benefitted. 8. Contact Details: Name of the Principal: Dr. Rajib Bordoloi Name of the Institution: Women's College, Tinsukia City: Tinsukia, Pin Code: 786125, Assam Accredited Status: B (2017) Work Phone: 0374 2338826 (Office) Website: www.wcttsk.ac.in, E-mail: wcttsk@gmail.com Mobile: 8721877856 (Principal)

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

https://wcttsk.ac.in/uploads/files/7_2_1_Two_Best%20Practices_READY-converted.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Performance of the Institution in the Area Distinctive to its Vision, Priority and Thrust: • The VISION of the Institution is " To become a Centre of Excellence of the highest order and to contribute towards Nation building" . We, as a premier institution for higher education of girls, has been prioritizing the following area of distinctiveness in accordance with our stated vision • QUALITY TEACHING LEARNING ENVIRONMENT CONSISTANTLY GOOD ACADEMIC RESULT: 1. We, at Women's College, Tinsukia provide exemplary teaching learning environment for our students. Our basic motto is "Student first". We have a very strong pool of talented teachers, who never fails to give their hundred percent to the students and always ready to keep themselves updated with the changing academic scenario. Our infrastructure is very strong and most of the classrooms are ICT enabled. The entire campus is covered under high speed wifi internet. Our Library is one of the bests in the entire region. Our Canteen provides homely food at reasonable price. We have more than enough sophisticated water filters at every corner of the college. The Toilets are modern and clean. Office staff and support staff are ever smiling and ready to help to the students all the time. 2. We are very strict with attendance and students are frequently reminded of the fact that a minimum of 80 attendance is required to enable themselves to sit in the university examinations. We always make sure that 100 percent course completion is achieved, every session in time, course revision, remedial classes, tutorials, continuous evaluations are done with 100 percent transparency and perfection. All these efforts together ensure that our students perform brilliantly in university examination. In fact with pride we can say that our results over a period of 10 years have been the best among all other colleges of the district. Apart from that: (a) We have a study centre of the IGNOU in the college that offers a wide band of UG and PG courses in distant mode. (b) We also run a contact centre of the Dibrugarh University that offers various PG courses in distant mode. (c) We provide free career counselling and free coaching to our students for various examinations. (d) Our computer science department provides a wide range of computer courses to our students at a very nominal price. We also have been running an IIT Mumbai sponsored computer course in the name of FOSS (Spoken Tutorial). We believe our efforts are going to bear fruit in near future and ours is going to be a Centre of Excellence in the entire region.

Provide the weblink of the institution

https://wcttsk.ac.in/uploads/files/Institutional Distinctiveness.pdf

8.Future Plans of Actions for Next Academic Year

The Future Plan of Action for the academic Session 2020 2021 of the Institution are 1. To make Academic collaboration with the neighboring Institutions of the Region. 2. Initiate a new stat up in the name of "Vocal for Local" where various agricultural and other products from local community will be provided with a sustainable market. 3. To initiate processes for applying to the affiliating university to get permission to introduce P.G. in subjects viz. Political Science., Philosophy, Assamese, Education etc. 4. To send reminder to the Govt of Assam regarding our submitted proposal for regularizing the existing commerce stream.