

**The Annual Quality Assurance Report (AQAR) of the IQAC  
Women's College, Tinsukia. Assam  
(2016–2017)**

**Part – A**

**I. Details of the Institution**

1.1	<b>Name of the Institution</b>	Women's College, Tinsukia
1.2	<b>Address Line 1</b>	Rangagora Road
	Address Line 2	Durgabari
	City/Town	Tinsukia
	State	Assam
	Pin Code	786125
	Institutional e-mail address	wcttsk@gmail.com
	Contact Nos.	0374–2338826, 0374-2338940
	Name of the Head of the Institution	Dr. Rajib Bordoloi
	Tel. No. with STD Code	0374-2338826
	Mobile	08721877856
	Name of the IQAC Coordinator	Uttam Duorah
	Mobile	09435393839
	IQAC e-mail Address	iqacwcttsk@gmail.com
1.3	<b>NAAC Track ID</b>	NIL
1.4	<b>NAAC Executive Committee No. &amp; Date</b>	NIL
1.5	<b>Website Address</b>	www.wimcol.org

Web-link address:

[http://www.wimcol.org/uploads/iqac/AQAR\\_WCT\\_2016-17.pdf](http://www.wimcol.org/uploads/iqac/AQAR_WCT_2016-17.pdf)**1.6 Accreditation Details**

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B+	8.0	2004	2004–2009
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 **Date of Establishment of IQAC: DD/MM/YYYY** 1.8 **AQAR for the year** 1.9 **Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (for example AQAR 2010-11 submitted to NAAC on 12-10-2011)**

- i. AQAR 2009–10 submitted to NAAC on 31-07-2014
- ii. AQAR 2010–11 submitted to NAAC on 31-07-2014
- iii. AQAR 2011–12 submitted to NAAC on 31-07-2014
- iv. AQAR 2012–13 submitted to NAAC on 31-07-2014
- v. AQAR 2013–14 submitted to NAAC on 16-07-2015
- vi. AQAR 2014–15 submitted to NAAC on 06-05-2016
- vii. AQAR 2015–16 submitted to NAAC on 20-10-2016

**1.10 Institutional Status**University State  Central  Deemed  Private Affiliated College Yes  No Constituent College Yes  No Autonomous College of UGC Yes  No Regulatory Agency approved Institution (e.g. AICTE, BCI, MCI, PCI, NCI) Yes  No Type of Institution Co-education  Women Urban  Rural  Tribal Financial Status Grant-in-Aid  UGC 2(f)  UGC 12B Grant-in-Aid + Self Financing  Totally Self-financing

1.11 **Type of Faculty/Programme**

Arts  Science  Commerce  Law  PEI (Phys Edu)   
 TEI (Edu)  Engineering  Health Science  Management   
 Others (Specify)

1.12 **Name of the Affiliating University** (for the Colleges): Dibrugarh University1.13 **Special status conferred by Central/State Government – UGC/ CSIR/ DST/ DBT/ ICMR etc**

Autonomy by State/Central Govt./University	<input type="text" value="No"/>		
University with Potential for Excellence	<input type="text" value="No"/>	UGC–CPE	<input type="text" value="No"/>
DST Star Scheme	<input type="text" value="No"/>	UGC–CE	<input type="text" value="No"/>
UGC-Special Assistance Programme	<input type="text" value="No"/>	DST–FIST	<input type="text" value="No"/>
UGC-Innovative PG Programmes	<input type="text" value="No"/>	Any other ( <i>Specify</i> )	<input type="text" value="No"/>
UGC-COP Programmes	<input type="text" value="No"/>		

2. **IQAC Composition and Activities**

2.1 <b>No. of Teachers</b>	<input type="text" value="5"/>
2.2 <b>No. of Administrative/Technical Staff</b>	<input type="text" value="2"/>
2.3 <b>No. of students</b>	<input type="text" value="1"/>
2.4 <b>No. of Management Representatives</b>	<input type="text" value="1"/>
2.5 <b>No. of Alumni</b>	<input type="text" value="1"/>
2.6 <b>No. of any other stakeholder and community representative</b>	<input type="text" value="Nil"/>
2.7 <b>No. of Employers/Industrialists</b>	<input type="text" value="Nil"/>
2.8 <b>No. of other External Experts</b>	<input type="text" value="2"/>
2.9 <b>Total No. of members</b>	<input type="text" value="12"/>

2.10 **No. of IQAC meetings held**

2.11 **No. of meetings with various stakeholders:** Faculty

Non-Teaching Staff/Students  Alumni  Others

2.12 **Has IQAC received any funding from UGC during the year?** Yes  No

If yes, mention the amount

2.13 **Seminars and Conferences (only quality related)**

(i) No. of Seminars/Conferences/Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 **Significant Activities and contributions made by IQAC**

In accordance with the Vision and Mission of the college, the following significant activities and contribution were made by the IQAC:

1. **ADMISSION:** The IQAC helps the Admission Committee to take necessary steps in making the admission process transparent by preparing Merit List for admission into B.A./B.Com./B.B.A. and H.S. 1<sup>st</sup> semester and 1<sup>st</sup> Year Classes respectively .

2. **ADMINISTRATIVE:**

(a) The IQAC succeeded in maintaining the *Activity Calendar* that was prepared in the last year. Hence, it decided to prepare the same, and the administration is requested to take necessary action to execute it.

(b) This year IQAC decides to maintain an *Activity Log* for keeping in order the records of different activities organised by the college.

3. **TEACHING-LEARNING:**

(a) Academic Committee has been re-constituted at the beginning of the session to monitor and guide the teaching-learning and evaluation processes throughout the year.

The Teachers' Diary introduced three years back proved extremely useful and has been decided to be continued this session also.

(b) The Students' Diary cum Academic Calendar, proved extremely useful for teaching learning, and it has been decided to continue the same. Suggestions have been made for frequent monitoring of this diary cum calendar.

4. **BEST PRACTICES/ EXTENSION WORKS:**

(a) **GYAN VRIKSHA**, a unique mission aimed at providing academic resources to the Elementary & Secondary Schools. Some unique features of the mission are – Organization of Exposure Camps, Mobile Library Service, Science popularization drives etc.

(b) **NSS Activities –**

- i. On 12.08.2016, 70 NSS volunteers and other teachers of the college observed Swachha Bharat Abhiyan for 05 hours within the college campus.
- ii. On 20.09.2016, 10 volunteers along with the teacher-in-charge participated a workshop on “Digital India” at Dibrugarh University where the volunteers presented a Skit Show on “E-Hospital” and took part in “Idea Generation programme” where they adjudged as Runners –up.
- iii. On 24.09.2016, NSS Day was observed in the college and certificates distributed to the volunteers who completed 240 hours service as NSS Volunteer.
- iv. On 13.10.2016, a one Day Workshop on “Digital India” was organised where a Power Point Presentation was given by Dr. Tanusree Sarker prepared by senior consultant NISG and a Quiz competition was conducted by Mr. Sujit Sonowal, a faculty of the college.
- v. World AIDS Day was observed on 1.12.2016 where NSS volunteers organised a Street Play to aware people about AIDS and its prevention.
- vi. Two *Awareness Programme on Digital Banking* was organised in association with the State Bank of India, Tinsukia Branch in the college on 6.12.2016 and 12.1.2017.
- vii. On 18.12.2016, the Programme Officer along with 10 NSS volunteers went to Dibru-Soikhowa-Guijaan Ghat to participate Swachha Bharat Abhiyan.
- viii. A Voluntary Blood Donation Camp was organised by the NSS Unit on 8.3.2017 in the college Auditorium and 45 Units of Blood were collected in the camp.
- ix. A 10 Days Yoga Camp from 14.6.2017 to 21.6.2017 in the college was organised in collaboration with NCC and Women’s Studies & Development Cell of the college.
- x. 2 NSS volunteers participated in the Pre-Republic Day Camp at Salt Lake, Kolkata from 10.11.2016 to 20.11.2016.
- xi. 4 volunteers were trained by the District Disaster Relief Department of Tinsukia to impart training to other students during 14.2.2017 and 15.2.2017.
- xii. During 5.6.2017 to 7.6.2017, for three days, World Environment Day was celebrated with different programmes in the college where Padmashree Jadav Payeng was invited and delivered a lecture.

(d) **NCC Activities**

1. Two cadets participated Army Attachment Camp at Dinjan, Tinsukia District from 25<sup>th</sup> June to 9<sup>th</sup> July, 2016

2. 8 (eight) cadets of Women's College, Tinsukia had attended the Annual Training Camp (ATC) held at DHSK College, Dibrugarh from 7<sup>th</sup> July to 16<sup>th</sup> July.
3. 25 (twenty five) cadets of Women's college, Tinsukia had participated on Drill competition on the occasion of Independence day celebration at ITI field, Tinsukia in this year.
4. 04 (four) cadets had participated Pre-Republic Day selection camp at Lekhapani from 1<sup>st</sup> October to 10<sup>th</sup> October 2016 and 02 (two) cadets had selected for Pre-RD Training Camp.
5. 01 (one) cadet of Women's college, TSK had participated in the TSC (Thal Sena Camp) shooting practice and shooting competition camp held at New Delhi , from 19<sup>th</sup> September to 30<sup>th</sup> September.
6. 05 (five) cadets had participated Pradhanmantry Rally Camp in New Delhi from 10<sup>th</sup> January,2017 to 20<sup>th</sup> January,2017.
7. 02 (two) cadets of Woman' College, TSK had participated in the National Integration Camp (NIC) held at Roper, Punjab from 5<sup>th</sup> January to 15<sup>th</sup> January, 2017.
8. 19 (nineteen) cadets had participated Combined Annual Training Camp (CATC) at DHSK college from 14<sup>th</sup> July to 21<sup>st</sup> July,2017.
9. 11 (eleven) cadets cleared 'B' Certificate and Seven cadets had cleared 'C' Certificate exam in 2017.
10. A 10 Days Yoga Camp from 14.6.2017 to 21.6.2017 was organized in the college in collaboration with NSS and Women's Studies & Development Cell of Women's College, Tinsukia .

(e) **EXPOSURE/SUMMER CAMP:**

1. One Exposure camp for class IX & X students was organized during the month of July, 2016. It was residential in nature. Students from different schools were invited. Resource Persons from the college and outside took classes in the camp. Participants were given exposures on topics viz. English, Science, Mathematics, Astronomy, Yoga, Music etc. Participating students get exposures to new dimensions of higher education/ new avenues of Humanities, Science & Technology. Students from the adopted schools are given free coaching on Math, Science, English etc.

2. A summer camp and a Winter Camp for the students of H.S. classes were held during 1<sup>st</sup> - 15<sup>th</sup> July, 2016 and 1<sup>st</sup>-15<sup>th</sup> Dec, 2016 respectively. All H.S. students of the college were benefited by attending both the camps.

5. **CAREER COUNSELLING:**

Free Coaching on Career Orientation and counseling for the students has been continued as was done last year. Besides the college faculties as usual, Resource Persons from outside Institutions have also been invited.

## 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year

Category	Plan of Action	Achievements
Academic	<ol style="list-style-type: none"> <li>1. A Proposal has been submitted to the authorities of Union Bank of India, Tinsukia Branch to finance for purchasing an Ambulance for the college.</li> <li>2. A new Research Committee has been constituted to initiate necessary ground work for creating research environment at the college.</li> <li>3. A proposal has been submitted to Dibrugarh University to open Major Course in Hindi.</li> <li>4. Preliminary ground work has been done to open P.G. Classes in Political Science and Education.</li> <li>5. To initiate processes for opening of a Study Centre of Institute of Company Secretaries of India (ICSI) in the college, Preliminary agreement has been reached with the Guwahati Chapter of ICSI</li> <li>6. Decision has been taken to make Assessment of the college by NAAC for its Accreditation.</li> </ol>	<ol style="list-style-type: none"> <li>1. The concerned authority of Union Bank of India has donated the Ambulance to the college on March, 2017.</li> <li>2. The Research Committee of the college is taking necessary steps to create research environment at the college by organizing lecture programmes in the college and has organised an interdepartmental seminar among students by inviting external experts on 12<sup>th</sup> April, 2017.</li> <li>3. The necessary approval from the University is received and the Major Course in Hindi shall be opened in the academic year 2017-2018.</li> <li>4. Official correspondence with D.U. is going on.</li> <li>5. A <b>Study Centre of ICSI</b> (Institute of Company Secretaries of India) has started functioning from 2016.</li> <li>6. The necessary steps have been taken for NAAC Assessment &amp; Accreditation of the college. The Self Study Report (SSR) has been submitted to NAAC on 31<sup>st</sup> March, 2017 and consequently NAAC finalized to send the PEER Team to visit the college on 6<sup>th</sup> and 7<sup>th</sup> September, 2017.</li> </ol>

2.16 Whether the AQAR was placed in statutory body

Yes  No Management  Syndicate  any other body Affiliating University

Provide the details of the action taken

On the basis of the previous years' AQARs submitted to the (Governing Body), the following actions have been taken -

**ACTION TAKEN FOR SHORT-TERM PLAN:**

- a. SSR has been submitted to the NAAC.
- b. Digitization of the library and creation of smart class rooms.
- c. Reliance Net Jio and 4G Wi-Fi have been activated in the campus.
- d. A MoU has been signed with the **TERI** (The Energy and Resource Institute), New Delhi to initiate Joint Venture research activities in the field of Energy Resources
- e. Three comprehensive Rain Water Harvesting System has been installed

**ACTION TAKEN IN LONG TERM PLAN :**

- a. To replace the conventional (non-renewable) energy back-up systems with the help of **solar energy** operated systems which are **eco-friendly** and renewable.
  - i) Five Solar lights has been installed in the hostel campus.
- b. To provide a green campus to the college.
  - i) Govt. approval for a plot of land measuring 20 Bighas has been obtained.
  - ii) Occupation of the land has been made by the College.

## Part – B

### Criterion-I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
Ph. D				
PG				
UG	1	0	2	
PG Diploma				
Advanced Diploma				
Diploma				2
Certificate				4
Others				
<b>Total</b>	<b>1</b>		<b>2</b>	<b>6</b>
Interdisciplinary	0	0	0	0
Innovative				



## 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective Option/Open Options:

Since the college is affiliated to Dibrugarh University, Assam, it cannot develop a curriculum on its own. Within the existing curriculum, the college offers nine subjects (Major) and eleven subjects (Core) to choose from. However in the self financing programs like B. Com and B. B. A. the flexibility is slightly low.

However it is believed that with the introduction of the CBCS system, which the University is going to adopt from the next academic session, there would be enough flexibility in the curriculum and the courses offered.

## (ii) Pattern of programmes:

Pattern	Number of Programmes
Semester	3
Trimester	Nil
Annual	1 (10+2 Level)

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

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

1.4 Whether there is any revision/update of regulation of syllabi, if yes, mention their salient points

The college is affiliated to Dibrugarh University, which is responsible for revision/updating the syllabi. As a matter of fact, with the introduction of the Semester system, the syllabus was updated in 2011.

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

**A Study Centre of ICSI** (Institute of Company Secretaries of India) has started from 2016 that would enable our students and other aspirants to pursue Company Secretary-ship.

## Criterion-II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Assistant Professor	Associate Professor	Professor	Others
30	19	11	Nil	--

2.2 No. of permanent faculty with Ph. D.

## 2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Assistant Professors		Associate Professor		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
4	2	--	--	--	--	--	--	4	2

2.4 No. of Guest and Visiting faculty and Temporary faculty 

Nil
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Nil
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19
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## 2.5 Faculty participation in Seminar, Workshop, conferences and symposia:

No. of Faculty	International Level	National Level	State Level
Attended	Nil	30	Nil
Presented Papers	Nil	22	Nil
Resource Persons	Nil	Nil	Nil

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

Attempts have been made to make the classroom teachings more interesting/fructuous and thought provoking with the introduction of methods like (i) Group Discussion, (ii) Audio Visual Presentation, (iii) Use of ICT facility etc.

2.7 Total No. of actual teaching days during this academic year: 183 **days**

2.8 Examination/Evaluation Reforms initiated by the Institution (for example: Open Book, Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

**Examination/Evaluation Reforms are outside the purview of the affiliated colleges.** However, some changes have been made in the Internal Examination System with the introduction of Multiple Choice Questions in OMR answer sheets and other assessment criteria like Home assignment, Sessional examinations, seminar presentations, group discussions etc.

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

Board of Studies: 04	Syllabus Development: Nil
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2.10 Average percentage of attendance of students 

<b>80%</b>
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2.11 Course/Programme wise distribution of pass percentage: As per result declared on 2017 JULY

Title of the Programme	Total No. of students appeared	Total of students Passed	Division				
			Distinction %	I%	II%	III%	Pass %
B.A. (Major)	178	145	0.56%	52.80%	28.65%		81.46%
B.A. (Pass)	99	79	-	7.07%	69.70%	3.03%	79.79%
B.Com.	22	19	-	45.45%	40.91%	-	86.36%
B.B.A.	07	05	-	71.42%	-	-	71.42%

## 2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning Process:

(a) Academic Committee of the college is empowered with the responsibility of planning/ executing and monitoring the academic agenda of the college. It also decides on remedial actions/modification on the teaching & learning process if and when the necessity arises.

(b) The IQAC, in consultation with the College Administration, ensures monthly sitting of the Heads of different departments in which progress of the academic agenda is discussed and monitored.

(c) The “**Teachers’ Diary**” is used to monitor the performance of a teacher at any point of time.

(d) The “**Students’ Diary**” helps to monitor the overall academic performance of the students.

(e) A comprehensive “**Feedback Collection System**” is resorted to whereby the college administration gets a thorough feedback from the students to help it improve its service towards the student community.

(f) Regular Class Tests and Unit Tests are being held at the initiatives of each department to keep abreast of the academic progress of the students.

(g) Remedial, Tutorial and Special Classes are organised to help students who are lagging behind academically.

(h) Free Remedial Classes are held for Hostel Boarders.

## 2.13 Initiatives undertaken towards faculty development.

Faculty/Staff Development Programmes	Number of faculty benefited
Refresher Courses	01
UGC – Faculty Improvement Programme	00
HRD Programmes	00
Orientation Programmes	01
Faculty Exchange Programme	00
Staff training conducted by the University	00
Staff training conducted by other institutions	02
Summer/Winter schools, Workshops, etc	00
Others	00

## 2.14 Details of Administrative and Technical Staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	1	--	-	--
Technical Staff	Grade III	5	3	4
	Grade IV	5	--	9

\*\* In Assam, a Provincialised College is headed by a Principal who is the Administrative Head and is assisted by a Vice Principal and a number of clerical staffs for academic and administrative works.

### Criterion–III

## 3. Research, Consultancy and Extension

### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

1. A new Research Committee has been constituted for this session also.
2. Faculty members have been encouraged and facilitated to prepare and submit MRP proposals to the UGC and other financing agencies. Teachers are encouraged to participate and present papers in National/State Level Seminars. Besides, a number of Teachers are working for their Ph. D. Degrees

### 3.2 Details regarding major projects

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

### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	1	-	1
Outlay in Rs. Lakhs	4.50 L	0.40 L	-	2.50 L

### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	2	1	Nil
Non–Peer Review Journals	Nil	Nil	1
e–Journals	3	Nil	Nil
Conference Proceedings	Nil	Nil	Nil

### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organizations:

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major Projects	--	--	--	--
Minor Projects	2 Years	U.G.C.	18,000.00	18,000.00
Interdisciplinary Projects	--	--	--	--
Industry Sponsored	--	--	--	--
Projects sponsored by the University/College	--	--	--	--
Students research projects <i>(other than compulsory by the University)</i>	--	--	--	--
Any other (specify)	--	--	--	--
<b>Total</b>	<b>2 Years</b>	<b>U.G.C.</b>	<b>18,000.00</b>	<b>18,000.00</b>

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For College Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	Nil	1	Nil	Nil	Nil
Sponsoring agencies	Nil	UGC	Nil	Nil	Nil

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency  From Management of University/College

Total

0.39 L

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialized	Applied	Nil
	Granted	Nil

3.17 No. of research awards/recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	District	College
2	Nil	Nil	Nil	2	Nil	Nil

3.18 No. of faculty from the Institution who are Ph. D Guides

Nil

and students registered under them

Nil

3.19 No. of Ph. D. awarded by faculty from the Institution

Nil

3.20 No. of Research scholars receiving the Fellowship (Newly enrolled + existing ones)

JRF

Nil

SRF

Nil

Project Fellows

Nil

Any Other

Nil

3.21 No. of students Participated in NSS events:

University Level

10

State Level

-

National Level

2

International Level

-

3.22 No. of students Participated in NCC events:

University Level

-

State Level

33

National Level

8

International Level

-

3.23 No. of Awards won in NSS:

University Level

01

State Level

-

National Level

-

International Level

-

3.24 No. of Awards won in NCC:

University Level	<input type="text" value="-"/>	State Level	<input type="text" value="18"/>
National Level	<input type="text" value="-"/>	International Level	<input type="text" value="-"/>

## 3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="4"/>
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="3"/>
		Any other	<input type="text" value="-"/>

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

1. As a result of the initiative of the College Administration, Ms. Sangita Gohain Baruah of Mathematics Department has agreed to continue her sponsorship of the salaries of two staff members of 'Snehalaya' (A school for physically challenged children).
2. To provide Academic resources to the School students of surrounding and remote areas of the District, the Knowledge Resource Centre, Women's College, Tinsukia has organized a Residential Exposure Camp during the month of July, 2016.
3. A summer camp and a Winter Camp for the students of H.S. classes were held during 1<sup>st</sup> -15<sup>th</sup> July, 2016 and 1<sup>st</sup>-15<sup>th</sup> Dec, 2016 respectively. All H.S. students of the college were benefited by attending both the camps.
4. The **Mobile Library** facilities offered by the college for various schools in the district have been upgraded with inclusion of more books and policy has been adopted to *lend books at the door steps of the beneficiaries*.
5. The college has adopted four High/Higher Secondary Schools from the neighboring rural areas Viz. Jatiya Vidyalaya, Gelapukhuri, Bengmara Jatiya Vidyalaya( From the private Sector) and Boroguri High School, Durgabari Sishu Vidyalaya and Tinsukia Bengali Girls' Higher Secondary School (Govt. Provincialised) for their all round academic development through constant educational monitoring and dissemination of knowledge.

Criterion – IV

## 4. Infrastructure and Learning Resources

## 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly Created	Source of Fund	Total
Campus Area	10 Bighas	20 Bighas	Govt. Donated	30Bighas
Class Rooms	31	0	--	31
Laboratories	04	00	--	04

Seminar Halls	02	01	--	03
Digital Library	00	01	Govt. Grant	01
No. of important equipments purchased ( $\geq 1 - 0$ lakh) during the current year	18	1	--	19
Value of the equipment purchased during the year (Rs. In Lakhs)	8.26 L	9.95 L	UGC & College Fund	18.21 L
Others	89	28		117

#### 4.2 Computerization of administration and library

- The college Library has been partially automated. OPAC (SOUL) Software is in use for complete transaction in the Library. The Library users can use this software tracking/advance booking of library materials.
- Digitization of the Library resources is going on.

#### 4.3 Library Services

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	16,743	8,79,783.50	89	24,636.50	16,832	9,04,420.00
Reference Books	24,543	1,945,448.50	433	65,952.50	24,976	20,11,401.00
e-Books	97,065	--	04	--	97069	--
Journals	21	--	1	10,920.00	22	--
e-Journals		--	00	--	6,004	--
Digital Database	--	--	--	--	--	--
CD & Video	87	--	161	--	248	--
Others (specify)	11,774	--	460	--	12234	--

#### 4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	59	02	The whole campus is High Speed Wi-Fi enabled	02 (Library, Computer Lab & Internet Hub)	01	07	08	Nil
Added	01	06	--	01	--	01	--	Nil
Total	60	08	--	03	01	08	08	Nil



4.5 Computer, Internet access, training to teachers and students and any other programme for technology up-gradation (Networking, e-Governance etc.)

- i) The Academic and the Administrative Blocks are connected with high speed Wi-Fi with free access for students, teachers and office and library staffs.
- ii) Teachers and Office staff are provided with Computer Instructors so that they can learn the basics of computer and the internet at their own pace/ Convenience. This initiative has started showing good results.
- iii) Students and researchers can also avail free Internet services in the college library.

4.6 Amount spent on maintenance in lakhs:

i)	ICT	0.755 L
ii)	Campus Infrastructure and facilities	22.844 L
iii)	Equipments	9.949 L
iv)	Others	6.372 L
<b>Total:</b>		<b>39.94 L</b>

### Criterion-V

## 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Student Support Services are on the priority list of the IQAC Agenda.

The following students support services have been introduced and are in smooth operation under the patronage of college administration:

- Academic Performance Monitoring and Counseling Cell
- Students' Safety and Conducive Environment Assurance Cell
- Medical and Health Care Cell
- Career Counseling and Support Cell
- Sports, Cultural and Literary Activity Assurance Cell.
- The Centre For Performing Arts, Women's College, Tinsukia
- **Students' Aid Fund:** The college authority has made arrangement for providing financial assistance to meritorious/needful students. A sum total of Rs. 6020/- has been distributed as aid among 02 numbers of students during this period.

- **Teacher Guardians:** Teacher guardianship is a concept of the college to ensure micro monitoring of the students.

### 5.2 Efforts made by the institution for tracking the academic progression:

1. **Class Tests and Unit Tests:** Regular holding of class tests and unit tests in the college is the key to our monitoring the academic progression of the student.
2. **Feedback/Suggestion System from parents (Students' Diary):** The College has a system of collecting regular feedbacks and suggestions from the students. The parents also can give their feedbacks on slots provided to them in the Students Diary/ Academic Calendar. Feedbacks are scanned regularly to figure out the progression made in the direction of enhancing the Students Support Services.
3. **Periodic meetings of the Academic Committee with the H.O.Ds.:** Meetings of the Academic Committee and the H.O.Ds of different departments are held regularly, which help tracking the progression.
4. **Students' Database (monitoring of the Students' Academic Database where academic profile of each students is recorded):** With the Students' Database the progression made in the direction of student support service is monitored.

### 5.3 (a) Total Number of students

UG	PG	Ph. D	Others
1046	0	0	Diploma –58 Certificate–195

### (b) No. of students outside the state

17

### (c) No. of international students

Nil

Men	No	%	Women	No	%
	Nil	0%		Nil	0%

Last Year (2015-16)						This Year (2016-17)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
378	66	103	443	Nil	990	299	67	105	575	Nil	1046

$$\text{Demand ratio} : \frac{575(\text{Form\_Issued})}{383(\text{Admission})} = 1:1.50$$

$$\text{Dropout \%} : \left( \frac{364 - 285}{364} \right) \times 100 = 21.70\%$$

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

Career Counseling and Guidance Cell of the college organizes employability enhancement programs for the students for entry into various services.

### 5.5 No. of students qualified in these examination

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

### 5.6 Details of student counseling and career guidance

Programme	Detailed Report	Outcome
Employability Enhancement Programme	Long Term Career Counseling Programs were organized for Degree students by the Career Counseling & Guidance Cell of the college. In the programme classes on Functional English, General Knowledge, and Logical Aptitude were taken by both internal and external resource persons.	More than 100 (hundred) students were benefited.

### 5.7 Details of campus placement

<i>On Campus</i>		<i>Off Campus</i>	
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	Nil

### 5.8 Details of gender sensitization programme

- Awareness Programs are organized from time to time to sensitize the students and staff.

### 5.9 Students Activities

#### 5.9.1

(a) No. of students participated in Sports, Games and other events

State/University Level  National Level  International Level

(b) No. of students participated in cultural events

State/University Level  National Level  International Level

5.9.2 No. of medals/awards won by students in Sports, Games and other events

Sports: State/University Level  National Level  International

Cultural: State/University Level  National Level  International

#### 5.10 Scholarships and Financial Support

Scholarships and Financial Support	Number of students	Amount
Financial support from institution	02	6020.00
Financial support from government	173	8,57,384.00
Financial support from other sources	Ishan Uday Scholarship	14
	Oil Merit Scholarship	07
Number of students who received International /National recognitions	Nil	Nil

#### 5.11 Student organized / initiatives

Fairs: State/University Level  National Level  International Level

Exhibition: State/University Level  National Level  International Level

5.12 No. of social initiatives undertaken by the students

- i. NSS volunteers organised a Street Play to aware people about AIDS and its prevention on 1.12.2016 as a part of the celebration of World AIDS Day.
- ii. Under Swachha Bharat Abhiyan, a section of student of the college participated in a cleanliness programme held on 18.12.2016 in the Dibru-Soikhowa-Guijaan Ghat.
- iii. 45 Units of Blood were donated by the students of the college under Voluntary Blood Donation Camp organised by the NSS Unit of the college on 8.3.2017.

#### 5.13 Major grievances of students (if any) redressed:

- No major grievances reported.
- To hear major grievances we have a Grievance Redressal Cell in place.

## Criterion–VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the Institution

**Vision:** To become a Centre of Excellence of the highest order and to contribute towards Nation building.

**Mission:** To spread the cause of women's education in this remote and disadvantaged part of the country and to produce students who are temporally relevant, educated in the real sense of the term, and socially conscious human beings.

6.2 Does the Institution have a Management Information System? Ans: No.

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

#### 6.3.1 Curriculum Development

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.

#### 6.3.2 Teaching and Learning

The strategic initiatives adopted by the institution for improvement of quality in teaching and learning are :

a) **Identification of strengths and weaknesses:** The system comprises of the teachers, the students, the administration and the infrastructures in the college. To monitor the strengths and weaknesses of the teachers and students, the Academic Committee under the supervision of the Principal, periodically assesses the performances of teachers and students with the help of students' feedback, Students' Diary and Teachers' Diary and the results of various internal examinations. The performance of the administration can be assessed with the help of students' feedback and various types of audits (academic, environment and financial).

b) **Damage Control Initiatives and Remedial measures etc:** As and when a short coming/weakness is detected remedial measures are taken to minimize any consequential effect.

- Concerned teaching/non-teaching faculty is summoned by the administrator to discuss any problem whenever arises and asked to take necessary remedial measures. Administration also provides necessary help in this regard.
- Concerned student(s) and their parents are called by the Principal and are apprised of the situation and subjected to a teacher guardian/counselor for necessary remedial measures.

#### 6.3.3 Examination and Evaluation

While all the final examinations and evaluation works are held and done by the University, the college conducts Internal Evaluations like Sessional Examination, holding of Seminars, Group Discussions and recording of student attendance and these constitute 20% of the weightage in the Final Examination. An Examination Board is constituted every year to ensure smooth conduct of all the internal and external examinations.

#### 6.3.4 Research and Development

- A 'Research Committee' has been constituted to facilitate and guide research activity at under graduate level.
- As a result of its initiatives, four of our faculty members have been engaging themselves in active research work as registered Research Scholar under Assam University and Dibrugarh University. Some other faculty members are working for UGC sponsored Minor Research Projects.

### 6.3.5 Library, ICT and physical infrastructure/instrumentation

#### 1. LIBRARY

- (a) The College Library is Open Access type and it has 16,832 Nos. of Text Books, 24,976 Nos. of Reference Books, 97069 E-Books, 22 Journals, 6,004 E-Journals (N- List), 14 Magazines and 9 Newspapers and 248 CD & Video to cater for both students and teachers.
- (b) The average no. of daily users of the Library is 65.
- (c) The capacity of the Library reading room is 87.
- (d) The Library is partially 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 broadband internet connection which students can access every working day.

#### 2. ICT

- (a) A new ICT class room cum laboratory has been set up with 20 high configuration computers and a Server.
- (b) The College Campus is equipped with high speed WI-FI broadband connection.
- (c) The College has two computer labs with a total of 29 Computers.
- (d) The College Office is also equipped with 11 Nos. of Computers and 6 Nos. of Printers.
- (e) Majority of the classrooms are connected with audio-visual projector system which can be connected to high speed internet for use during the lecture sessions.
- (f) The college has 01 Internet Hub with 06 computers connected with high speed WI-FI broadband connection for the students and teachers.

#### 3. PHYSICAL INFRASTRUCTURE/INSTRUMENTATION

- (a) Classroom and Lecture Hall: The College has 05 Nos. of Smart class Room, 5 Nos. of Lecture Halls, 20 Nos. of General Class Rooms.
- (b) Students' Common Room: It is equipped with sitting arrangement for 100 students at a time, an LCD TV with satellite TV connectivity, adjacent toilet with drinking water facility. An adjacent room is facilitated with table Carom, tennis, Chess etc.
- (c) College Canteen: There is a sophisticated canteen with sitting arrangement for 40 students at a time, which provides a wide variety of hygienic food at subsidized price.
- (d) Multi-Gym: There is a gymnasium equipped with multiple modern facilities.
- (e) Water Purification Unit: There are nine numbers of Water Purifiers and two high capacity water cooler machines.
- (f) Auditorium cum Indoor Stadium: The modern Auditorium of the college can also be used as an indoor stadium with two badminton courts.
- (g) Girls' Hostel: The college hostel can accommodate 162 boarders.
- (h) Xerox Facilities: The College has two Xerox Machines.
- (i) Departmental Store: The College has small departmental store which provides stationery materials to the students at reasonable price.

- (j) Health Centre: A new *Health Centre* has been completed and is operational from this session which is supported by an *Ambulance Service* of its own.
- (k) Construction of New Library building (ground floor) and Computer labs (1<sup>st</sup> floor) has been completed.

### 6.3.6 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 multi-dimensional, 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 in-depth 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 teaching-learning 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 back-up system under such circumstances where work at war footing is required.

### 6.3.7 Faculty and Staff recruitment

Faculty and Staff recruitment is an area where college has to follow the State Govt. directives and rules and regulations. It can hardly take up any strategy of its own.

The college, under compulsion, had to make purely temporary recruitment of 31 Nos. of teachers/non-teaching staff in various departments on purely temporary basis to make stop gap arrangements.

### 6.3.8 Industry Interaction/Collaboration

In this Arts Stream college (with B.B.A. and B. Com on self financing basis) there is little scope for Industry Interaction. We are offering traditional courses and yet to frame out a definite strategy for industry interaction and collaboration on the basis of the B.B.A. and B. Com Courses.

However, we have been trying to figure out ways to introduce industrial collaboration for our students.

### 6.3.9 Admission of Students

- 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).
- The college strictly adheres to the government rules & regulations and maintains a transparent admission policy.
- The admission process is advertised in State level Newspapers and the college website, well ahead of the admission schedule.
- 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 & extra-curricular activities.

### 6.4 Welfare schemes for

Teaching Staff	There is a scheme named Employees' Mutual Benefit Fund, which provides financial assistance to needy teachers in the forms of loans.
Non-Teaching Staff	<ul style="list-style-type: none"> <li>• 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.</li> <li>• The College Administration provides free housing accommodation to Grade-IV employees. This is, keeping in view, their weak financial condition.</li> </ul>
Students	<p>Besides the Scholarships offered by the Govt. like National Merit 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</p> <ul style="list-style-type: none"> <li>• Dr. Indira Miri Scholarship</li> <li>• Chandraprava Saikiani Scholarship</li> <li>• Benu Bhushan Dey Scholarship.</li> <li>• Student Aid Fund for the needy and poor students.</li> <li>• Library Book Bank provides free books on loan basis to the needy students.</li> <li>• Free Health Check-up camps have been organized twice during the session by Medical &amp; Health Care Cell.</li> </ul>

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes  No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	--	Yes	College Administration
Administrative	Yes	State Govt.	Yes	-do-



6.8 Does the University/Autonomous College declare results within 30 days?

For UG Programmes Yes  No

For PG Programmes Yes  No

6.9 What efforts are made by the University/Autonomous College for Examination Reforms?

As far as the implementation of examination reforms is concerned, it is outside the purview of the affiliated college. However, a few teachers of our college are there as Members in the University Academic Council who contribute towards the University Policy in various matters including Examination Reforms.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent college?

Not applicable

6.11 Activities and support from the Alumni Association

1. The Alumni Association has undertaken the following activities/support services during this period:

- The strength of the association has been increased with induction of new members.
- During Golden Jubilee Celebration of the college on 20, 21 and 22 January, 2017, the Alumnae Association of our college organised an open Meeting and a cultural function.
- On the eve of Golden Jubilee Celebration, the Alumnae Association published a souvenir.

6.12 Activities and support from the Parent – Teacher Association

The Parent-Teacher Association has no significant activity worth mentioning till date.

6.13 Development programmes for support staff

Nil

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

1. The whole campus has been declared as a plastic free zone.
2. As a part of Swachh Bharat Abhiyan, the students, teachers and non-teaching staffs have performed periodic cleanliness drives in the campus.
3. Electronic and toxic waste management system has been introduced. The Administration takes utmost care to ensure that such waste materials do not get disposed in public places.
4. Five Solar lights has been installed in the hostel campus.

## Criterion–VII

### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details

1. The Academic Audit has been conducted for the session 2016-17 with a view to assessing the Academic performance of the institution.
2. The Green Audit has been conducted for the session 2016-17. This initiative has helped the administration monitor the Carbon Footprint of the college and to initiate necessary remedial measures.

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

Plan of Action	Action taken
<b><u>ACADEMIC</u></b>	
Proposals have been submitted to the UGC and the Indian Council of Philosophical Research seeking financial assistance for organizing a National Conference on the topic “Role of Optics and Philosophy on Environment”.	As a result of the initiatives of the Research Committee, a two day long National Conference ROPEP – 2016 has been held successfully with participation of Resource Persons of International repute & Researchers from all over India.
<b><u>RESEARCH &amp; DEVELOPMENT</u></b>	
1. To facilitate research activity at U.G. level, a Research Committee has been constituted with three Senior faculty as members and the Principal as the Chair Person of the committee.	<ol style="list-style-type: none"> <li>1. Organized an Inter-departmental Seminar among the students on 12<sup>th</sup> April, 2017.</li> <li>2. Organized a Workshop on Research Methodology for undergraduate students on 29<sup>th</sup> June, 2017.</li> </ol>

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

1.
 

**Title of the Practice:** *Teacher Guardianship.*

**Goal:** The basic objective has been to ensure the **continuous monitoring** of the overall performance of the students at the **microscopic level** and to provide them with necessary **Counselling/ guidance.**

**The Context:** The issues that have led to the introduction of such a practice have been -

  - drop-out of the students in the midst of a program due to their inability to cope-up with the standard and pace of transaction of the curriculum.

- drop-out of the students due to financial reasons.
- poor performance of some students due to their inability to acclimatize with the new environment of the college.
- poor performance of some students owing to lack of language proficiency coming from vernacular backgrounds.
- poor performance of some students and subsequent drop-outs due to non conducive atmosphere at their home front.

It has been observed that due to their social backgrounds some students are shy. As a result, they normally do not and are reluctant to express their grievances, keeping the authority in dark about their non performance and by the time they drop-out of the system, it becomes very difficult to persuade and bring them back.

**The Practice:**

- The College has its own Academic Performance Monitoring and Counselling Cell. The convener of the cell appoints **Teacher Guardians** within a week of the commencement of a session. During this session the teacher guardians of one department were entrusted with the responsibility of mentoring the students of another department.
- The appointed Teacher guardians establish contact with the students of the department under their responsibility 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 keeps close contact with the parents of the students and keep them updated about matters that he/ she deems necessary.
- The Teacher Guardians submit periodic report to the Principal through the Convener of the APMC cell.

**Evidence of Success:**

- No direct evidence of success in the form of “change in drop out pattern” or “betterment of result” could be observed.
- However students have realized the benefit of Teacher Guardianship and more students are coming forward to interact with their teacher guardians and express their personal grievances.
- It is expected that in the long run this micro monitoring would go a long way in ensuring better academic performances.

**Problems Encountered and Resources Required:**

- At the beginning the Teacher Guardians have failed to realize the importance of the new concept and some of them even looked it as an extra burden. However, slowly more and more teachers are getting seriously involved in this novel assignment.
- Initially some students were apprehensive and shy of their Teacher Guardians. However this has changed gradually and students now started taking their Teacher Guardians into confidence.

**2.**

**Title of the Practice : *Mobile Library***

**Goal:** 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**).

- 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.

## 7.4 Contribution to environmental awareness/protection

1. Comprehensive Green Audit has been conducted with a view to monitoring and maintaining a better Carbon Foot Print record.
2. Proper disposal of waste material: Separate bins are installed for different types of degradable and non-degradable items.
3. Minimum use of electricity and diesel generators: Maximum use of day light is made by reducing the lunch interval for administrative staff. Use of diesel generator as back-up method for power supply has been minimized with the installation of new inverter sets.

7.5 Whether environmental audit was conducted? Yes  No

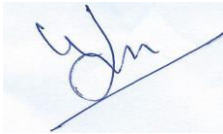
7.6 Any other relevant information the institution wishes to add (for example SWOT Analysis)

<b>Strength</b>	<input type="checkbox"/> Consistently Good Academic Result. <input type="checkbox"/> Good numbers of Career oriented (Skill Based) Courses.
<b>Weakness</b>	<input type="checkbox"/> Scattered Campus with insufficient space. <input type="checkbox"/> Earth quake damaged Academic building. <input type="checkbox"/> Number of sanctioned posts is inadequate, which results in huge outflow of College fund in recruiting contractual staff.
<b>Opportunity</b>	<input type="checkbox"/> Scope for expansion in the new plot of land which is to be handed over to the College by the Govt. in a short time.
<b>Challenges</b>	<input type="checkbox"/> To maintain the attraction of the students to the Conventional Courses offered by the College in the midst of stiff competition from the private sector institutions.

## 8. Plans of institution for next year

- |    |   |
|----|---|
| 1. | Acquisition of 20 Bighas of land for New Campus of the College. |
| 2. | Opening of PG classes in Political Science, Education etc.      |
| 3. | Introduction of Post Graduate Diploma in Computer Application.  |

**Name:** Mr. Uttam Duorah  
Associate Professor in English



Signature of the Coordinator IQAC

**Name:** Dr. Rajib Bordoloi  
Principal



Signature of the Chairperson, IQAC