

**The Annual Quality Assurance Report (AQAR) of the IQAC
Women's College, Tinsukia. Assam
(2017–2018)**

Part – A

I. Details of the Institution

1.1	Name of the Institution	Women's College, Tinsukia
1.2	Address Line 1	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
	Name of the Head of the Institution	Dr. Rajib Bordoloi
	Tel. No. with STD Code	0374-2338826
	Mobile	08721877856
	Name of the IQAC Coordinator	Dr. Budul Chandra Das
	Mobile	09706467330
	IQAC e-mail Address	iqacwcttsk@gmail.com
1.3	NAAC Track ID	NIL
1.4	NAAC Executive Committee No. & Date	NIL
1.5	Website Address	www.wimcol.org

Web-link address:

http://wimcol.org/uploads/iqac/AQAR_WCT_2017_18.pdf**1.6 Accreditation Details**

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	8.0	2004	2004–2009
2	2 nd Cycle	B++	2.87	2017	2017-2022
3	3 rd Cycle				
4	4 th 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 2016–17 submitted to NAAC on 26-02-2018

1.10 Institutional StatusUniversity 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 University

1.13 **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	No. of Teachers	<input type="text" value="5"/>
2.2	No. of Administrative/Technical Staff	<input type="text" value="2"/>
2.3	No. of students	<input type="text" value="1"/>
2.4	No. of Management Representatives	<input type="text" value="1"/>
2.5	No. of Alumni	<input type="text" value="1"/>
2.6	No. of any other stakeholder and community representative	<input type="text" value="Nil"/>
2.7	No. of Employers/Industrialists	<input type="text" value="Nil"/>
2.8	No. of other External Experts	<input type="text" value="2"/>
2.9	Total No. of members	<input type="text" value="12"/>
2.10	No. of IQAC meetings held	<input type="text" value="3 (Among IQAC members only)"/>
2.11	No. of meetings with various stakeholders:	Faculty <input type="text" value="3"/>
	Non-Teaching Staff/Students <input type="text" value="6"/>	Alumni <input type="text" value="2"/>
		Others <input type="text" value="5"/>

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:

- a) The IQAC played an active role in making the admission process transparent. It helps the Admission Committee in preparing Merit List for admission into 1st Year B.A./B.Com. and H.S. 1st year students. During the preparation of admission process Govt. reservation policy was strictly followed.

2. ADMINISTRATIVE:

- (a) As per decision of the IQAC in last year, an *Activity Log* for keeping records of different activities in the college is maintained.
- (b) Green Audit and Academic Audit have been done.

3. TEACHING-LEARNING:

- (a) IQAC, in association with the Academic Committee of the college has monitored and guided the teaching-learning and evaluation processes throughout the year.
- (b) *Teachers' Diary* has been maintained by the faculties and monitored by the Administration.
- (c) The process of distributing the *Students' Diary cum Academic Calendar* among students has been continued for students' assistance and for frequent monitoring of the progress of students.
- (d) IQAC, in association with the Academic Performance Monitoring and Counseling (APMC) Cell has undertaken the following tasks to ensure smooth transaction of the curriculum:
- i. Identification of slow learners
 - ii. Preparation of monthly attendance report
 - iii. Arrangement of guardian meetings
 - iv. Provision of micro-counselling
 - v. Arrangement of remedial classes
- (e) Teachers have been asked to prepare PPT presentations and Video lectures and to use smart boards to ensure ICT based teaching learning.

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

• **BEST PRACTICES**

1. Mobile Library Service has been continued. Being one of the best practices of the institution, it has benefitted around 400 students of various schools of the region.
2. Teacher Guardianship to ensure continuous monitoring of the students of the college was continued in this year also.
3. Under Gyan Vriksha Mission
 - i. Special classes have been organized for Secondary level schools with our faculty members as resource persons.
 - ii. A 'Summer Camp' for Higher Secondary Students of the college has been organized in the college campus during 01-15 July, 2017.
 - iii. During 17-22 July, 2017 another 'Summer Exposure Camp' has been organized where 73 students from four different schools along with the students of Women's College, Tinsukia participated (for Arts and Commerce stream separately).
 - iv. A 'Summer Residential Exposure Camp' for Higher Secondary (Science) Students has been organized in the college campus during 19-27 July, 2017 where 34 students have participated.
 - v. An E-Resource centre has been instituted in the College library

• **EXTENSION WORKS**

NSS Activities –

1. World Environment Day was observed with a three day activities like Rally, art competition among the children from adopted schools, awareness programme and public meeting where 'forest man' Padmashri Shri Jadav Payeng gave a speech for the students, plantation and green quiz.
2. 110 NSS Volunteers joined the 'Yoga camp' held from 14th to 21st June, 2017
3. NSS Unit of the college sent relief materials for the people of flood affected area of Lakhimpur district and relief materials were distributed in a flood relief camp at Dhelakhat TE.
4. *Swachh Bharat Abhiyan* and *Swachhata Pakhwada* was organised from 15th to 30th September, 2017
5. Four volunteers attended the University level residential camp on 'life skill, leadership and personality development' from 17th to 21st August, 2017 in Dibrugarh University where one student volunteer has been awarded the *best volunteer award*.
6. Two volunteers attended the NSS NE Festival at Agartala from 11th to 17th September, 2017
7. NSS Day was observed in adopted village on 24th September, 2017 where a public library, donated by NSS Unit of the college was inaugurated.
8. National Integration Day was observed on 31st October, 2017 where Dr. Achyut Borthakur, president, Governing Body was invited to talk on 'Life and Role of Sardar Patel'.

9. On 1st December, 2017 a Cycle rally was organised by the NSS volunteers to bring aids awareness among the people
10. On 8th March, 2018, NSS Volunteers organised a number of programmes:
 - i) A rally was organized by NSS to aware the people about women's rights.
 - ii) A street play was performed by the volunteers in two different places of Tinsukia regarding atrocities and violence against women.
 - iii) Two legal experts from Dibrugarh university were invited to speak on "Sexual Harassment at Work Place and Legal Provisions".
11. On 17th March, 2018 a Voluntary Blood Donation Camp was organised by the NSS Unit of the College where 19 units of blood collected and deposited in Blood Bank, Assam Medical College, Dibrugarh.
12. 60 NSS Volunteers attended the special camp at Goriating, (adopted village) on 30th and 31st March, 2018. The volunteers conducted survey on socio-economic and status of health of the people of adopted village, took part in plantation, organized various competition among the children of the village, cultural performance, prepared food for whole community and spent two days in different houses of village people to get the experience of village life.
13. Observation of Bio-Diversity Day: On 22nd May, 2018 NSS Unit and Eco Club of Women's College, Tinsukia jointly organised a paragraph writing competition among the students and Junmi Sonowal of B.A. 2nd Sem secured 1st position. The NSS Volunteers played a short skit on " Boichitramoy Assam" on that occasion.
14. *Swachh Bharat Summer Internship*: 30th May-31st July, 2018-100 hrs Activities: 24 NSS volunteers under SBSI Programme organised awareness campaign, rally, survey, street play, cleanliness drive, collecting and disposing of garbage, movie and documentary show etc in Dhelakhat T.E. to aware the people about cleanlines and swachhata
15. On the occasion of World Environment Day on 5th June, 2018, 50 Volunteers made paper packets and distributed among the shopkeepers in exchange of collection of plastic packets. Afterwards they went to new college campus and cleaned the campus. They also planted 100 nos of saplings there.
16. On the occasion of International Yoga Day on 21st June, 2018 Volunteers attended the yoga camp organized by the College authority and on 21st June they performed various yogasanas along with other students of the college.
17. Eight volunteers attended the university level mega special camping at Dibrugarh University from 7th to 11th February, 2018.

NCC Activities

1. Three cadets participated in Trekking camp at Darjeeling from 3rd - 11th Nov. 2017
2. Two cadets participated in NIC at Tezpur from 11th - 20th Dec. 2017
3. Nine cadets participated in NIC at Dhanbad, Bihar from 14th - 23rd June, 2018
4. Fifteen cadets participated CATC at DHSK College, Dibrugarh from 7th - 16th July, 2017
5. Twenty nine cadets have participated in District level Drill competition on 15th August, 2017
6. Nine cadets participated in ATC at Dibrugarh University 3rd - 12th Dec. 2017
7. Five cadets attended CATC at Dibrugarh University from 5th - 14th January, 2018
8. Nine cadets have cleared 'C' Certificate exam and 11 cadets cleared 'B' Certificate exam in 2017
9. Five cadets have participated CATC camp at JNV Rongajan, Kakopathar from 5th - 14th May, 2018 and got prize in Table Drill Competition

5. **CAREER COUNSELLING AND SUPPORT SERVICES**

- i. Coaching classes from 4/9/2017 to 6/4/2018 (participant-36) for Banking, Railway, Insurance, ACS Exam etc. in collaboration with IBT was organized.
- ii. 02 (two) Talent search examination on 17/10/2018 (participant-62) and on 10/4/2018 (participant-42) were conducted by using OMR sheet.
- iii. Two months crash course coaching for 6th Semester Students started from 11th June, 2018 to prepare the students for Academic and Job Related Competitive Exams.
- iv. Organised an awareness programme on 29th January, 2018 on various job opportunities where 118 students of B.A/B.COM/BBA 6th Semester attended the programme.

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	1. Research Committee has to be reconstituted and necessary ground works have to be initiated for creating research environment at the college.	1. The Research Committee is reconstituted and taking flawless efforts to create research environment at the college by organizing lecture programmes in the college and has organised an interdepartmental seminar among Teachers by inviting external experts on 29, 30, 31 ST May, 2018.
	2. To initiate processes for Introduction of Major in Hindi.	2. Permission to open major in Hindi has been obtained from Dibrugarh university and the course has been introduced from Academic Session 2017-2018.
	3. To initiate necessary works for opening P.G. Classes in Political Science.	3. As per Dibrugarh University, Assam requirement, recently the new format of Application is re-submitted.
	4. Initiatives to be taken to create a green campus in the new college campus site.	4. 100 nos of sapling planted on the new land on 5 th June, 2018.
	5. To prepare the institution for NAAC peer team visit (re-accreditation - 2 nd cycle) of the college.	5. The college was assessed for Re-accreditation on 6 th and 7 th September, 2017 and the College was Graded B++ with CGPA-2.87 by NAAC on 30 Oct., 2017.

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

During the Academic Session 2017-2018, the following actions have been taken -

- a. Re-accreditation of the NAAC has been completed.
- b. Construction of 3 New class rooms, 1 Computer Laboratory, 1 Child Care Centre is completed.
- c. Construction of another 6 New Classrooms was started.
- d. An Ethnic Museum is set off inside the college auditorium.
- e. Installed 10 nos. of immovable Dustbins at different places of the campus.
- f. In the New Plot of Land, a Care taker Quarter is constructed and 100 saplings of different trees are planted.

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				
Total	1		2	6

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 10 (ten) Major subjects and 12 (twelve) Core subjects to choose from. But, in the self financing programs like B. Com and B. B. A. the flexibility is slightly low.

However, enough flexibility in the curriculum and the courses is expected if the University adopt CBCS system from the next academic session.

(ii) Pattern of programmes:

Pattern	Number of Programmes
Semester	3
Trimester	Nil
Annual	2 (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)

*Soft copy of Feedback from Students was collected at College Computer Lab.

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

The college is not authorized to make any revision/update of regulation of syllabi, for it is affiliated to Dibrugarh University. But, as the University is preparing to implement CBC System, hence a number of Senior Teachers of the college were invited to Prepare and Update the CBCS Syllabi by the University.

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

Major in Hindi has been introduced during the Academic Session 2017-18.

Criterion-II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Assistant Professor	Associate Professor	Professor	Others
30	18	12	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
-	5	--	--	--	--	--	--		5

2.4 No. of Guest and Visiting faculty and Temporary faculty

Nil

Nil

18

2.5 Faculty participation in Seminar, Workshop, conferences and symposia:

No. of Faculty	International Level	National Level	State Level
Attended	Nil	11	05
Presented Papers	Nil	06	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 and thought provoking by way of the introduction of methods like (i) Group Discussion/Interactive Sessions (ii) Audio Visual Presentation, (iii) Use of ICT facility etc.

2.7 Total No. of actual teaching days during this academic year: **200 Days**

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

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 both oral and power point presentation, 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: 01
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2.10 Average percentage of attendance of students

80%

2.11 Course/Programme wise distribution of pass percentage: As per result declared on 2018 JULY

Title of the Programme	Total No. of students appeared	Total of students Passed	Division				
			Distinction %	I%	II%	III%	Pass %
B.A. (Major)	200	154	-	48%	29%		77%
B.A. (Pass)	60	39	-	13%	52%	-	65%
B.Com.	41	32	-	34.14%	43.90%	-	78.04%
B.B.A.	-	-	-	-	-	-	-

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 and executing the academic agenda of the college. However, IQAC in association with the said committee monitor and decide to take remedial actions/modification on the teaching & learning process if and when the necessity arises.
- (b) The IQAC and the College Administration, observes the progress of the academic agenda in consultation with the Heads of different departments.
- (c) The “**Teachers’ Diary**” is used to monitor the performance of a teacher.
- (d) The “**Students’ Diary**” is used to monitor the Teaching-Learning Process of the students.
- (e) Through the “**Feedback Collection System**” under the supervision of IQAC coordinator, the college administration gets a thorough feedback from its Stakeholders that help the administration to improve the teaching-learning process.
- (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 for Hostel Boarders are being continued.
- (i) IQAC in association with the APMC Cell of the College monitor the attendance and academic performance of the students regularly and takes necessary steps in this respect.

2.13 Initiatives undertaken towards faculty development.

Faculty/Staff Development Programmes	Number of faculty benefited
Refresher Courses	00
UGC – Faculty Improvement Programme	03
HRD Programmes	01
Orientation Programmes	03
Faculty Exchange Programme	00
Staff training conducted by the University	00
Staff training conducted by other institutions(TOT)	01
Summer/Winter schools, Workshops, etc	02
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	4	1	--	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. Research Committee is re-constituted.
2. The IQAC in association with the Research Committee of the College organised a 03 (three) days inter-departmental Seminar during 29th - 31st May, 2018 in the college premises where 15 papers were presented by the faculties of the college.
3. Faculty members have been encouraged and facilitated to prepare and submit MRP proposals to the UGC and other financing agencies. Teachers are encouraged to Write Research Papers for publication in National/International Journals/Periodicals and 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	1	--	--	1
Outlay in Rs. Lakhs	1.40L	--	--	1.40L

3.4 Details on research publications

	International	National	Others
Peer Review Journals	7	6	
Non–Peer Review Journals	Nil	Nil	15(articles in books)
e–Journals	7	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.	3,02,500.00	47,500.00
Interdisciplinary Projects	--	--	--	--
Industry Sponsored	--	--	--	--
Projects sponsored by the University/College	--	--	--	--
Students research projects <i>(other than compulsory by the University)</i>	--	--	--	--
Any other (specify)	1. Two years study leave under FDP	1.UGC	30,000.00	15,000.00
	2. Seminar grant (Maths)	2.UGC	1,30,600.00	26,120.00
	3. Seminar grant (ROPEP)	3.UGC	1,50,000.00	30,000.00
Total	2 Years	U.G.C.	5,88,500.00	1,16,120.00

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	Nil	Nil	Nil	Nil
Sponsoring agencies	Nil	Nil	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

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
Nil	Nil	Nil	Nil	Nil	Nil	Nil

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

and students registered under them

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

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

JRF SRF Project Fellows Any Other

3.21 No. of students Participated in NSS events:

University Level State Level
National Level International Level

3.22 No. of students Participated in NCC events:

University Level State Level
National Level International Level

3.23 No. of Awards won in NSS:

University Level State Level
National Level International Level

3.24 No. of Awards won in NCC:

University Level State Level
National Level International Level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

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, 2017 and December, 2017.

3. A summer camp and a Winter Camp for the students of H.S. classes were held during 1st -15th July, 2017 and 1st-15th Dec, 2017 respectively. All H.S. students of the college were benefited by attending both the camps.
4. The college has adopted an Old Age Home (*Aamar Ghar*). The principal, faculties and other staff of the college used to visit the home time to time and help the inmates of the home by providing physical/mental/material support.
5. The **Mobile Library** facilities offered by the college for various schools in the district have been upgraded and policy has been adopted to *lend books at the door steps of the beneficiaries*.
6. 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), 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.
7. The College has adopted the Goriating village under Hapjaan Block of Tinsukia District. Besides, the NSS Unit of the College also has adopted the same village and the volunteers used to render valuable services for the all round development of the village. The Unit constructed Goriating public library and donated 50 nos. of books to the library for the people of the village.

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	5 Bighas	20 Bighas	Govt. Donated	25Bighas
Class Rooms	26	0	--	26
Laboratories	05	00	--	05
Seminar Halls	03	01	--	04
Digital Library	01	00	Govt. Grant	01
No. of important equipments purchased ($\geq 1 - 0$ lakh) during the current year	19	10 Computers	UGC	51
		22 Computers	College Fund	
		Single use Locker	College Fund	
Value of the equipment purchased	9.95 L	6.97 L	UGC &	16.92 L

during the year (Rs. In Lakhs)			College Fund	
Others:				
A. Equipment Purchased (Chair, Table, Fan etc.)	117	93 (5.5 L)	College Fund	210
B. 1. Cutting & Knitting Centre	-	01	College Fund	10
2. Health care Centre	-	01	-do-	
3. N.C.C. Office	-	01	-do-	
4. N.S.S. Office	-	01	-do-	
5. Exam. Board Office	01	-	-do-	
6. IQAC Office	01	-	-do-	
7. IGNOU Library	01	-	IGNOU	
8. IGNOU Office	01	-	IGNOU	
9. Ethnic Museum	-	01	College Fund	
10. Department Chamber	06	-	-do-	

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.
- The process of Digitization of the Library resources is continued.
- The college Administrative tasks are partially computerized.

4.3 Library Services

	Existing		Newly added		Total	
	No.	Value	No.	Value	No	Value
Text Books	16,832	9,04,420.00	173	25,156.50	17,005	9,29,576.00
Reference Books	24,976	20,11,401.00	975	2,63,421.00	25,951	22,74,822.00
e-Books	97,069	--	--	--	97,069	5,750.00(NLIST)
Journals	22	7,150.00(3 journals renewed)	--	30,910(14 journals renewed)	22	--
e-Journals	6004	--	--	--	6,004	5,750.00(NLIST)
Digital Database	--	--	1	59,800.00	1	59,800.00
CD & Video	248	6,046.00 (21 items)	10	Downloaded	258	6,046.00
Others (specify)	12,234	--	147	Free(Question papers)	12,381	--
Magazine	14	9,795.00	Renewed	11,935.00	14	--
News Paper	9	21,166.00	Renewed	21,865.00	9	--

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	60	05	The whole campus is High Speed Wi-Fi enabled	03 (Library, Computer Lab & Internet Hub)	01	08 (Desktops) 03 (Laptops)	08 (Laptops)	Nil
Added	51	-	--	-	--	01	--	Nil
Total	111	05	,,	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	1.896 L
ii)	Campus Infrastructure and facilities	35.957 L
iii)	Equipments	10.575 L
iv)	Others	15.416 L
Total:		63.844 L

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
- Research Committee
- Sports, Cultural and Literary Activity Assurance Cell.
- The Centre For Performing Arts, Women's College, Tinsukia
- Special Cell for Protection Against Gender Based Violence & Sexual Harassment.
- **Students' Aid Fund:** The college authority has made arrangement for providing financial assistance to meritorious/needy students. A sum total of Rs. 2000/- has been given as aid to 01 student 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. Additionally, separate Annual Feedbacks are collected for tracking the academic progression of the students.
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 of the students.
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
1027	0	0	Certificate Course: PPTT: 129
			Computer Course: 234
			Spoken English Course: 190*
* Not admitted in Spoken English Course but classes taken Free of Cost and the expenditure incurred from COC Fund.			

(b) No. of students outside the state

10

(c) No. of international students

Nil

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

Last Year (2016-17)						This Year (2017-18)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
299	67	105	575	Nil	1046	352	71	104	500	00	1027

Demand ratio : $\frac{623(\text{Form - Issued})}{348(\text{Admission})} = 1:1.79$

Dropout % : $\left(\frac{355-301}{355}\right) \times 100 = 15.21\%$

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

Career Counseling and Guidance Cell of the college organizes 04 employability enhancement programs for the students for entry into various services on 4th - 6th Sept, 17th Oct/2017 and 10th April, 11th June -10th August/2018

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		01	2000.00
Financial support from government		315	13,68,490.00
Financial support from other sources	Ishan Uday Scholarship	18	Data not Available
	Oil Merit Scholarship	Nil	
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. On 1st December, 2017 the NSS Volunteers of the college took out a cycle rally in the town as a part of AIDS Awareness programme.
- ii. NSS volunteers organised a Street Play to aware people about atrocities against women and legal protection for empowering women on International Women's Day on 8th March, 2018.
- iii. 19Units of Blood were donated by the students of the college under Voluntary Blood Donation Camp organised by the NSS Unit of the college on 17.3.2018.

5.13 Major grievances of students (if any) redressed:

- No major grievances reported.
- To report and to appraise of major grievances we have a Grievance Redressal Cell in place.

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 assess the performances of teachers and students with the help of students feed-back, Students' Diary and Teachers' Diary and the results of various internal examinations. The performance of the administration can be assessed with the help of staff and students' feed-back 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-
 - 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.
- 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 re-constituted to facilitate and guide research activity at under graduate level.
- 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. 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 17,005 Nos. of Text Books, 25,951 Nos. of Reference Books, 97,069 E-Books, 22 Journals, 6,004 E-Journals (N-List), 14 Magazines and 9 Newspapers and 258 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 wifi 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 in the last year.
- (b) The College Campus is equipped with high speed WI-FI broadband connection.
- (c) The College has three computer labs with a total of 71 Computers.
- (d) The College Office is also equipped with 11 Nos. of Computers and 6 Nos. of Printers.
- (e) Some 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 tennis Carom, 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 (first floor) has been completed.
- (l) An Ethnic Museum is has been created.

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 18 Nos. of teachers & 13 Nos. of non-teaching staff in various departments on purely temporary basis to make stop gap arrangements during the session.

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 as per University directives. However, the college is trying to frame out a definite strategy for industry interaction and collaboration on the basis of the B.B.A., B. Com and Computer Courses and also 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"> • 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. • The College Administration provides free housing accommodation to Grade-IV employees. This is, keeping in view, their weak financial condition.
Students	<p>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</p> <ul style="list-style-type: none"> • Dr. Indira Miri Scholarship • Chandraprava Saikiani Scholarship • Benu Bhushan Dey Scholarship. • Student Aid Fund for the needy and poor students. • Library Book Bank provides free books on loan basis to the needy students. • Free Health Check-up camps have been organized by Medical & Health Care Cell.

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.
- On 24th March, 2018 a legal awareness programme on “Laws relating to women and child” was organized by the alumnae association of the college in collaboration with District legal service authority, Tinsukia.

6.12 Activities and support from the Parent – Teacher Association

1. 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.
2. Parents put forward their valuable suggestions/observations for overall development of the college through feedback.

6.13 Development programmes for support staff

Nil

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

- | |
|---|
| <ol style="list-style-type: none"> 1. The whole campus has been declared as a plastic free zone. 2. As a part of <i>Swachh Bharat Abhiyan</i>, 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 have been installed in the hostel campus. 5. Electronic voting system has been continued in students' Union election to avoid the use of paper. |
|---|

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

- | |
|---|
| <ol style="list-style-type: none"> 1. The Electronic voting system of Student Union Election has been upgraded. 2. The Academic Audit has been continued for the session 2017-18 with a view to assessing the Academic performance of the institution. 3. The Green Audit has been continued for the session 2017-18 that helps the administration to 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
<p style="text-align: center;"><u>RESEARCH & DEVELOPMENT</u></p> <p>1. To facilitate research activity at U.G. level, a Research Committee has been constituted with three senior faculties as members and the Principal as the Chair Person of the committee.</p>	<p>1. Organized a three day Inter-departmental Seminar among the faculties on 28, 29 and 30th May, 2018 in the college premises.</p>
<p>2. It was planned to Develop a new campus of the college at the newly acquired plot of Land.</p>	<p>1. A part of the New Plot of Land is developed for construction. 2. A Care Takes House with toilet is constructed. 3. Process has been initiated for Electricity supply.</p>

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

The two Best Practices of the college i. e. (1) *Teacher Guardianship* & (2) *Mobile Library* has been continued for this session also.

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 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)

Strength	<input type="checkbox"/> Consistently Good Academic Result. <input type="checkbox"/> Good numbers of Career oriented (Skill Based) Courses.
Weakness	<input type="checkbox"/> Scattered Campus with insufficient space. <input type="checkbox"/> Number of sanctioned posts is inadequate, which results in huge outflow of College fund in recruiting contractual staff. <input type="checkbox"/> Vacant posts are not filled by the Government in due course of time.
Opportunity	<input type="checkbox"/> Scope for open a new campus of the college in the new plot of land <input type="checkbox"/> Scope of resource generation by way of agriculture, fishery etc. at the new plot of land.
Challenges	<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

- | |
|--|
| <ol style="list-style-type: none"> 1. Opening of PG classes in Political Science. 2. Organizing UGC/ICSSR sponsored Seminar/Workshop |
|--|

Name: Dr. Budul Chandra Das
Assistant Professor in Philosophy



Signature of the Coordinator IQAC

Name: Dr. Rajib Bordoloi
Principal



Signature of the Chairperson, IQAC