



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

GIRLS' COLLEGE, KOKRAJHAR

GIRLS COLLEGE, KOKRAJHAR, NARABARI, PO, DIST- KOKRAJHAR, BTC,
ASSAM
783370

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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Girls' College, Kokrajhar was established on 14th August 1990. The college is located in the serene atmosphere of Narabari village near the Kokrajhar town. The college made a humble beginning with H.S. classes starting from the academic year 1990-91. The permission to start the TDC 1st year class was granted from the academic year 1992-93. The college moved ahead with its vision to vanguard higher education for women in the lower Assam in general and BTC in particular. This institute of higher education continued to provide quality education to womenfolk of the adjoining areas as Venture College till 2012. The college is affiliated to Gauhati University. The college was recognized under section 2 (f) in 2007 & 12 (B) of the UGC Act, 1956 in 2009. The services of its teaching and non-teaching staff were provincialised w.e.f. 01-01-2013 under the Assam Venture Educational Institutions (Provincialisation of Services) Act, 2011 as Amended 2012 and in pursuance of the Govt. sanctioned order No. AHE.133/2013/428, dated 4th January, 2014. However, the services of many teaching and non-teaching staff were not provincialised due to some criteria set forth by the Provincialisation of Services Act, 2011. Despite the hardship these faculty members have been rendering their services with full dedication. At present the college imparts the secondary and undergraduate level of education with facilities for major courses in most of the subjects of Art stream as per the curriculum prescribed by AHSEC and Gauhati University respectively. The college also offers one vocational course Tourism and Travel Management. Main thrust is given to the academic performance of the students. The college also makes efforts to develop their physical, intellectual, aesthetic and other abilities. The college is surging ahead with its motto "Jyotirgamay...to impart knowledge" to the womenfolk of this socio-economic and educationally backward area and empower them to face the complexities and challenges of today's life. The institution is volunteering for the first cycle of assessment and accreditation submitting its Self-Study Report which conforms to NAAC's guidelines by recording its vision, mission and innovative initiatives in pursuit of excellence.

Vision

To vanguard higher education for women in the lower Assam in general and BTC in particular.

Mission

- To spread higher education amongst the women synchronizing modern education with traditional environment.
- To refine and improve the respective arts, cultures, games & sports through various co-curricular activities.
- To inculcate value added education in its learners.
- To provide quality education for all sections of the society and to look forward to meet the emerging needs and challenges.
- To mould and help the learners cope up with the environment where plurality of customs, beliefs and diversity of cultures prevail.

Objectives:

- To foster a vibrant atmosphere conducive to all round development of the students.
- To undertake capacity building initiative to encourage every students to strive for fulfillment of their potential.
- To inculcate social awareness and responsibility in women enabling them to make meaningful contribution to society and nation.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Experienced faculty members.
- Lone Women College in BTC.
- Pollution free campus.
- Adequate number of text, reference books and journals in the college library.
- Students' feedback on Teacher performance.
- Well-equipped Library facility.
- Well-equipped ICT facility.
- The college maintains a good relationship with the neighbouring villagers which contribute to congenial atmosphere of teaching-learning in the college campus.
- Audio-Visual classrooms.
- Circulation of notice to students through Bulk SMS and WhatsApp group page among faculty & office staff considering the necessity of Green Earth.
- Mini indoor stadium facility.
- Cashless collection of college fees through Bank.

Institutional Weakness

- Inadequate numbers of sanctioned faculty members.
- Limited financial resources to meet the expenditure of salary of non-sanctioned and part time teachers.
- Majority of students enrolled belong to poor economic and educational background families.
- Inadequate numbers of classrooms and laboratories.
- Lack of large field for outdoor games.
- No infrastructure for gymnasium.
- Fund crunch hampering the overall growth of institutional development.

Institutional Opportunity

- Provision for construction of multi-storied administrative block and class rooms as per the master plan.
- More career oriented courses may be introduced from additional funding from UGC/Statutory Bodies.
- More scope for acquiring financial grants as the only women college in entire BTC area.
- Scope for setting up language lab and smart class rooms.

- Opportunity for turning Green Campus.
- Scope for organizing extension programmes in the fringe villages for social benefits.

Institutional Challenge

- Improvement of quality performance of the students.
- Poor class attendance of students due to economic hardship of the Guardians.
- Developing linkage with skill based industry is a challenge.
- Poor admission in career oriented course due to lack of exposure.
- Drive for admission of more meritorious students.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The curricula of the Bachelor of Arts Programme are mainly designed by Gauhati University. It was a Three Year Degree Course till the academic session 2010-11. Gauhati University had introduced Semester System from the session 2011-12. The college offers Elective option and non-core option to the students with the provision of Elective Subjects for choice and General Courses of study apart from the Major Courses (Core option). Before the start of every session the units of the syllabus are distributed among the concerned faculty members of each department. The college follows the academic calendar provided by the Gauhati University. College routine is prepared every year which is followed by all the departments. Environmental Studies has been introduced from the year 2005 as a compulsory subject for students of 3rd & 4th semester of Degree Course. Tourism & Travel Management, a vocational subject was introduced in the year 2006 with a view to develop employability skills in the field of global tourism industry.

Teaching-learning and Evaluation

Admission to the programme is given by maintaining transparency. The Admission Committee is formed for every academic session to look after the admission process. Students are selected on merit basis for admission to the programme. Those students offering Major Courses are selected through written tests & on the basis of marks. Most of the students are admitted with modest marks. At the start of every academic session a ceremonial inaugural class is organized by the college involving all the faculty members to acquaint the students with college environment. The faculty members of departments plan teaching, learning and evaluation schedules in accordance with the Academic Calendar of the University. Every department maintains Logbook of class schedule. Apart from the normal classes, departmental seminars, quiz competition are conducted and field trips are conducted by departments in conformity with syllabus. The college has limited numbers of full-time faculty. Part-time Lecturers are appointed to meet the shortfall. Faculty members participate in orientation and refresher courses regularly. The faculty members try to focus on improving overall performance of the students. The college has Audio-Visual class rooms to enrich the teaching-learning experience. Mentoring classes are organized to provide guidance services to the students at academic, personal and psychological level. The college has a mechanism for students' feedback on the Teachers which can be used for betterment of the performance of the college. There is Internal Quality Assurance Cell in the college. An Academic Council

reviews the student centric teaching-learning plan and evaluation. Students are always encouraged to take admission in the diploma in computer application course to make the womenfolk of the present generation computer literate. The college encounters alarming rate of dropout. The families of students having poor economic condition are unable to bear every day transportation cost. Students are always encouraged to attend the classes regularly. Completion of the course is given utmost importance in the academic council meetings. The faculty members maintain transparency in the internal assessment and evaluation. Students are allowed to approach the concerned teacher to know the evaluation process.

Research, Innovations and Extension

The college faculty is encouraged to apply to the UGC for Minor and Major researches projects. The research committee under IQAC facilitate research activities among the faculty. Minor research projects have been done by 3(three) faculty members so far. The college has at present five Ph. D. holders and two are registered for Ph. D. in Gauhati University and Bodoland University respectively. The college needs to give a serious thought to the publication of college seminar papers and other books. The college has provided a dedicated Library Website as part of innovations where students can access career information, scholarship information, old question papers, institutional repositories and links to various e-resources. The college has an extension activity cell which organizes various awareness programmes in the nearby villages such as cleanliness, benefits of small savings and girl child education etc. The NSS unit of the college has adopted a village where free of cost health check-up and tree plantations are done. These provide opportunities to students to reach out to the society. Teachers are encouraged to visit the neighbouring schools for motivational classes as per the directives of the Director Higher Education, Assam.

Infrastructure and Learning Resources

The college has limited infrastructure. The college has developed its Infrastructure and Learning Resources to the extent best possible with the help of grants from the UGC, WPT, MPLADP, Public Donations and other sources of State Govt. The college campus comprises of Academic cum Administrative Block, Girls' Hostel, Auditorium Hall, Library, Canteen and Indoor Stadium. The college campus is equipped with CCTV surveillance facility. The academic cum administrative block has Administrative Room, Strong Room, IQAC Room, Girls Common Room, TTM & Language Laboratory room, Class Rooms, and Departmental Rooms. The Institution plans to create new Infrastructure as and when funds are available according to the Master Plan. The college has submitted a proposal to the UGC (NERO) for grant of funds for building new Quarters for Principal and Teaching Staff. The Lt. Rashmi Devi Mahanta Memorial Girls' Hostel is a three storied building with intake capacity of 120 when construction is fully completed. At present only 40 Boarders of UG and Higher secondary students are accommodated. Three security guards have been provided for safe and secure stay. The college has two Audio-Visual Classrooms. The College Library is housed in a single storied building and have plans for vertical extension in near future. It is a fully automated library. The college has an ICT hub within the Library Building for providing Digital Library Service. It is available for both the students as well as faculty members for learning the basics of computer and offers Diploma course for the students at nominal fees. The college is continually updating office automation facilities. The departments have been provided with Laptops and Wi-Fi facilities.

Student Support and Progression

The institution gives priority on providing higher education to its students. Financial aid in the form of Scholarships of the Government is facilitated by the institution to the ST/SC/OBC students. The institution provides cash rewards of Rs. 10,000/- to 10+2 students who secure first division to motivate them for higher studies with good results. The college publishes its prospectus for every new academic session updating changes and developments. Some of the information are uploaded in the college website. Students are encouraged to publish articles in the annual college magazine and wall magazine through which they get opportunities to develop their creativity. The college has provided some sports equipments such as treadmill, cycling apparatus, weight measurement tool and punching bag to encourage the students to develop their sporting abilities. The Annual College Week is organized according to the University Academic Calendar where students get opportunities to involve themselves in extra-curricular activities. The NSS cadres of the college are involved in different activities for the benefit of society as well as for the students. The institution does not have any employment cell as yet. The Career Counseling Cell organizes awareness programme on career opportunities after the completion of UG course. Students are always encouraged for expressing their grievances before the grievance redressal cell. The college has a non-registered alumni association for maintaining relationship with the alumni.

Governance, Leadership and Management

The institution has a well-structured Planning, Development, Coordination and Administrative Management system. The Governing Body is the highest decision making body. It is duly constituted with two Govt. nominees, two university nominees, two teachers' representatives, one Guardian representative and one member from the non-teaching staff. The Principal of the college is ex-officio Secretary of the Governing Body. The Principal of the college functions as the administrative head and monitoring authority. He is assisted by the Vice-Principal in the management of academic plans and policies. The IQAC having different sub-committees and cells works in close relationship with the Principal. These committees and cells have been provided with adequate autonomy and responsibility. The office staff is supervised by the Senior Assistant of the college. The division of the work is done by him in proper consultation with the Principal. The Library staff works under the supervision of the Librarian. The allotment of the duties of library staff is done by the Principal. The girls' hostel is supervised by the warden. Monitress and Asstt. Monitress are selected from among the senior boarders. The college manages its financial requirements from the grants received from the UGC, Govt. and fees collected from the students. The salary component is borne by the Govt. of Assam. The internal audit is done by a hired Auditor which again is audited by the Chartered Accountant. The departments are not given any financial autonomy. The College has introduced Diploma in Computer Application course from 2016 with approval of the Governing Body. An Anti-Ragging Cell has been formed as per the directives of the UGC. The college has introduced mentoring classes for improving the quality of curricular activities of the students. The faculty members are assigned with different in-charges as part of leadership grooming. The Students' Union Body is encouraged to provide leadership in organizing curricular and extra-curricular activities.

Institutional Values and Best Practices

The college is located in the serene atmosphere of Narabari village near the Kokrajhar town. In order to

maintain eco-friendly environment, the college has adopted some institutional values and best practices as mentioned below:

- a) Use of electric master switches.
- b) Use of WhatsApp Group Page among the faculty.
- c) Bulk SMS system for circulation of notices to students.
- d) Dedicated Library Website where students can access career information, scholarship information, old question papers, institutional repositories and links to various e-resources.

Other measures considered as best practices are:

- a) Departmental Log Book is maintained to record the daily classes.
- b) Mentoring classes are done to monitor student learning.
- c) Health and Sanitation awareness programmes are organized by NSS regularly among the students & community.
- d) Use-Me waste bins/baskets are placed at several points for waste collection.
- e) Plantation of medicinal and other trees are done regularly.
- f) Use of minimal polythene in the campus.
- g) Use of solar energy for whole campus.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GIRLS' COLLEGE, KOKRAJHAR
Address	Girls College, Kokrajhar, Narabari, PO, Dist-Kokrajhar, BTC, Assam
City	Kokrajhar
State	Assam
Pin	783370
Website	www.gckokrajhar.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Rupam Kumar Brahma	03661-270392	8133015387	-	iqac@gckokrajhar.ac.in
IQAC Coordinator	Neel Kr. Brahma	-	9435026191	-	neelbrahma70@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	For Women
By Shift	Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	14-08-1990

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Assam	Gauhati University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	27-04-2007	View Document
12B of UGC	17-11-2009	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Girls College, Kokrajhar, Narabari, PO, Dist- Kokrajhar, BTC, Assam	Rural	3.03	7357.92

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Assamese	36	H S	Assamese	600	272
UG	BA,Bengali	36	H S	Bengali	300	74
UG	BA,Bodo	36	H S	Bodo	750	485
UG	BA,Economics	36	H S	English,Assamese	600	116
UG	BA,Education	36	H S	English,Assamese	750	336
UG	BA,English	36	H S	English	630	295
UG	BA,Hindi	36	H S	Hindi	300	25
UG	BA,History	36	H S	English,Assamese	600	88
UG	BA,Political Science	36	H S	English,Assamese	750	225
UG	BA,Tourism And Travel Management	36	H S	English,Assamese	300	34

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				18			
Recruited	0	0	0	0	0	0	0	0	8	9	0	17
Yet to Recruit	0				0				1			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				6			
Recruited	0	0	0	0	0	0	0	0	4	2	0	6
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				12
Recruited	8	3	0	11
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				3
Recruited	2	1	0	3
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	3	2	0	5
M.Phil.	0	0	0	0	0	0	2	4	0	6
PG	0	0	0	0	0	0	3	3	0	6

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	2	1	0	3
PG	0	0	0	0	0	0	2	1	0	3

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	4	7	0	11

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	0	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	0	0	0	0	0
	Female	622	2	0	0	624
	Others	0	0	0	0	0
Diploma	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	43	31	35	20
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	576	438	709	311
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	146	59	124	151
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	63	62	81	77
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		828	590	949	559

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 283

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
10	10	10	10	10

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
559	949	590	828	722

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
147	147	147	173	147

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
247	415	143	114	137

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
17	17	18	18	18

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
18	18	18	18	18

File Description	Document
Institutional Data in Prescribed Format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 15

Number of computers

Response: 21

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
44.25	130.60	57.48	62.11	96.51

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Quality education is imparted through effective curriculum planning, delivery, enrichment and feedback system.

1. Curriculum planning: The Principal convenes a meeting of the Academic Council along with IQAC to discuss the action plan before the commencement of the academic session. Accordingly each department after an internal meeting prepares schedule of work in the form of departmental time table, division of syllabus and allotment of classes to individual teachers including the guest faculty members. Each department of the college follows the academic calendar issued by the affiliating university. An Academic Calendar prepared by college also includes schedule of examinations, co-curricular and extra-curricular activities which are planned well in-advance. Academic calendar and time tables are displayed on notice boards and web-site of the college to make stakeholders aware.

2. Curriculum delivery: The College ensures effective delivery of the curriculum provided by the affiliating university. The college plans and develops action plans for effective delivery of the curriculum. The college relies upon the globally trusted and followed teaching strategy i.e. the chalk and talk method. The college Library has well stocked Books for the use of teachers and students and for their reference. The faculty members are encouraged to use the Audio-Visual aids, Power Point presentations for the effective teaching learning apart from the traditional lecture method. Seminars are organized for the students of Major Courses where students are encouraged to present write-up papers of their topics. Quiz competitions are also conducted. Home assignments are given to the students and field trips are conducted (wherever needed). Mentoring classes are held regularly.

3. Curriculum enrichment: Curriculum is enriched through value-added courses offered by institution. Diploma in Computer Application is offered to get basic computer knowledge which enhances employability. Students are motivated by the Faculty Members to participate in events like seminars etc. The college organizes sports and cultural events. Students are motivated to publish articles in college magazine and wall magazine. Faculties organize and attend seminars and workshops on current scenario of curriculum to disseminate the same to the students. The college organizes different activities from time to time to enhance and promote the moral and ethical values of the student. Programmes of Yoga practice, Art of Living and Prjapati Brahmakumari and several other organizations are arranged to help the students to learn the moral and ethical values of life. The college also organizes programmes on general health and hygiene, Swachh Bharat Abhiyan and tree plantation to inculcate social values.

4. Feedback system: Internal Quality Assurance Cell conducts review on teachers and curriculum through well-designed feedback system. Feedbacks are collected from students on curriculum and on Teachers which are analyzed critically by IQAC to review the performance of the teachers. Any problems in teaching learning activities are immediately tried to be resolved by taking necessary actions.

Thus, the mission of the college to inculcate value added education in its learners and to provide quality education for all is facilitated through blend of planned implementation, delivery and feedback system.

File Description	Document
Link for Additional Information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 1

1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	01	00	00	00

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Details of the certificate/Diploma programs	View Document
Any additional information	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 0

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Details of participation of teachers in various bodies	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 0.71

1.2.1.1 How many new courses are introduced within the last five years

Response: 02

File Description	Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 100

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 10

File Description	Document
Name of the programs in which CBCS is implemented	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 1.45

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
27	23	00	00	00

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document

1.3 Curriculum Enrichment

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

Response:

The College offers one Compulsory Undergraduate course which addresses Environment and Sustainability. The course is affiliated to the Gauhati University.

Environmental Studies:

This is a compulsory course offered to the B. A. 3rd & 4th Semester students. It consists of 100 marks and includes the following topic in its curricula.

Unit 1: Multidisciplinary nature of environmental studies.

Unit 2: Natural Resources: Renewable and non-renewable resources.

Unit 3: Ecosystems.

Unit 4: Biodiversity and its conservation.

Unit 5: Environmental Pollution.

Unit 6: Social Issues and the Environment.

Unit 7: Human Population and the Environment.

Unit 8: Field work.

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 1

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 01

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 0	
1.3.3.1 Number of students undertaking field projects or internships	
File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System

<p>1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise</p> <p>A.Any 4 of the above</p> <p>B.Any 3 of the above</p> <p>C. Any 2 of the above</p> <p>D. Any 1 of the above</p> <p>Response: C. Any 2 of the above</p>	
File Description	Document
Any additional information	View Document
URL for stakeholder feedback report	View Document

<p>1.4.2 Feedback processes of the institution may be classified as follows:</p> <p>A. Feedback collected, analysed and action taken and feedback available on website</p> <p>B. Feedback collected, analysed and action has been taken</p> <p>C. Feedback collected and analysed</p> <p>D. Feedback collected</p> <p>Response: C. Feedback collected and analysed</p>	
File Description	Document
Any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description

Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 79.88

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
221	207	200	321	295

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
300	300	300	350	300

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.3 Average percentage of seats filled against seats reserved for various categories as per

applicable reservation policy during the last five years**Response:** 60.42

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
105	95	66	99	94

File Description**Document**

Institutional data in prescribed format

[View Document](#)**2.2 Catering to Student Diversity****2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners****Response:**

The assessment of the learning levels of the students after admission is done through class room interaction by the faculty members and through results of the sessional test. Students are made aware of course structures, internal and external examinations. The faculty members undertake mentoring classes for both advanced and slow learners to provide assistance to tackle the personal and technical problems encountered during learning. Departmental seminar and quiz competitions are organized to provide learning assistance.

2.2.2 Student - Full time teacher ratio**Response:** 32.88**2.2.3 Percentage of differently abled students (Divyangjan) on rolls****Response:** 0

2.2.3.1 Number of differently abled students on rolls

Response: 00

File Description**Document**

Institutional data in prescribed format

[View Document](#)

2.3 Teaching- Learning Process

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

Response:

The conventional lecture method is commonly adopted by all the teachers. This method helps the teacher to interpret, explain and revise the content of a text for better understanding of the subject by the students. In addition to traditional teaching-learning methods, the learning experience of students is enhanced by the following methods.

1. Experiential Learning:

Students learn from their experiences during various learning activities assigned to them such as seminars on course topics, assignments etc. Students learn about their social responsibility through participating in tree plantation and health check –up camps. E-Library facilities also helps students in self- learning process and enhancing their knowledge.

2. Participative Learning:

To encourage participatory learning departmental seminars and quiz competitions are conducted during teaching hours.

3. Problem based learning:

The problem solving abilities of student's are enhanced by including assignments, study tours and project reports related to respective course subjects. Mentoring classes are conducted where problem solving skills are imparted.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 23.53

2.3.2.1 Number of teachers using ICT

Response: 04

File Description	Document
List of teachers (using ICT for teaching)	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 32.88

2.3.3.1 Number of mentors

Response: 17

2.3.4 Innovation and creativity in teaching-learning

Response:

The institute utilizes innovative practices in teaching learning which enhances the learning experiences of students. The faculty members keep themselves abreast of the latest developments in their respective fields. The faculty members use Laptop computers, Internet and library resources to enrich the teaching-learning. The faculty members use audio visual aid and projectors for power point presentation for teaching along with chalk and talk method. From time to time the college faculties adopt approaches/methods such as seminars, quiz and assignments to the students which are evaluated. Laboratories for Education Major Students and TTM are there in the college with the required apparatus. Mentoring classes have been introduced to monitor the progress of the students and to identify the slow learners.

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 97.78

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 19.48

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	4	4	2	2

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 20.29

2.4.3.1 Total experience of full-time teachers

Response: 345

File Description	Document
Any additional information	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 11.36

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	2	00	0	0

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 0

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

The Girls' College, Kokrajhar is affiliated to Gauhati University. The college has taken steps to improve the performance of students by making reforms in Continuous Internal evaluation at the institute level.

The reforms are as follows:

1. Remedial measures are taken by conducting mentoring classes to clarify doubts and re-explanation of the critical topics.
2. Sessional test are conducted prior to end semester examinations.
3. Students are encouraged to solve previous years University Examination question papers.
4. The Departments regularly conduct seminars and quiz competitions.
5. Monitoring the slow learners and encouraging the advanced learners by reviewing their performance in exams.
6. In order to maintain transparency in the Internal Evaluation process, the faculty members show the evaluated answer scripts of sessional test to the students.
7. The internal marks scored by the students are displayed in the Departmental Notice Boards.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

Internal assessment through sessional test in every semester is conducted to ensure the complete

understanding of each topic by the students and to keep up with the syllabus prescribed by the university. The evaluation of these examinations is done by faculty members. The faculty members of every department prepare the question papers giving careful consideration to the syllabus prescribed and the portion covered in classroom. Different patterns and types of questions are used to prepare the students for any examination. The departments submit the question papers to the office of the Principal. The exams are conducted as per guidelines prescribed by the university. The exam is monitored by the faculty members of respective departments who maintain the code and conduct of an examination hall. Once the examinations are conducted, the answer scripts of students are evaluated by faculty members. This evaluation is done as per guidelines and scheme of evaluation of the affiliating university. The teachers maintain impartiality and fairness in evaluation process. Once the papers have been evaluated, marks are displayed on the notice board of respective departments. Suggestions are given to the students who need to improve and the ones who performed well are appreciated. Finalized marks are submitted to the office of the Principal for sending to affiliated University. Thus, the process of continuous internal assessment through sessional test is carried out with complete transparency.

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

Response:

The college conducts two types of examinations, internal and external. The internal exams are conducted and monitored by the respective departments. External examinations are conducted by the University. The examinations are conducted with utmost care given to transparency and fairness. The exam committee prepares seat plans according to the university roll numbers. These are displayed in the entrance of every exam halls. Any grievance related to wrong roll number is addressed by the exam committee. The exam committee immediately looks into the matter and takes necessary actions. The issues of the students are dealt with high priority and solved as soon as possible. The question papers for internal examinations are prepared by the faculty members of respective departments. The external question papers are printed and supplied by the affiliating university much ahead of scheduled exam. which are kept under the custody of district treasury. These question papers are brought to the college one hour before the commencement of exam according to the routine. In case a student is found using unfair means during examinations, the invigilators warn the students first time and in the event of repetition the students are expelled from the exam. After internal examinations, students are shown their evaluated answer scripts. Students are allowed to assess their own performance and seek any clarifications to the teacher. In case they are entitled to more marks, teachers do the needful. Following the review of answer scripts, the marks are entered in a register before forwarding them to the office of the Principal. In the case of external examination, any grievance is addressed by the examination committee, office staff and the Principal himself. The students in need of help explain their grievances to the Principal who reviews the situation and provides a solution. With regard to result of external examination there is an online provision for re-scrutiny and re-evaluation of answer scripts provided by the University. All grievances are solved with utmost care. College level grievances are solved within specific days. The college is committed to provide students with time-bound, transparent and efficient solutions for their examination related grievances.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The college strictly follows the academic calendar notified by the Gauhati University for the conduct of continuous internal evaluation. Continuous internal evaluation is done in all the U G courses. Students are informed in advance regarding the pattern of questions and exam. All the departments complete the sessional examination and evaluation process in time. Departments submit the evaluated internal marks to the office of the college for sending to the university before commencement of the final examination. All the students are asked and allowed to go through their answer-scripts after the declaration of results in the presence of the respective faculty members. The Parent-Teacher Meetings are arranged by some departments. This interaction is considered to be conducive to the improvement in the performance of the students both in internal and external exam.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:**Mechanism of communication of Course Outcome:**

Decided in the Academic Council meeting by the Head of the Departments.

Posted in the college website.

Intimated to the students in the class room.

UNDER GRADUATE DEPARTMENTS:**Course Outcome: B.A. Assamese (Major & General)**

Assamese, one of the important Modern Indian Language has been listed in the 8th Schedule of Indian Constitution. It is the state language of Assam as well as playing the role of Lingua-Franca of entire North-East India. The Assamese language and literature has a glorious past tradition and has attained the present status through the ages. The past history is marked by some outstanding literary contribution from the great saint Sankardev, Madhavdev, Ramaswaraswatti, poet Kabiraj Chakrabartty etc. In present time also it has acclaimed fame and recognition among the various Modern Indian Languages for number of masterly literary works.

Course Outcome in under graduate level has been summarized as below:

- 1.The study of Assamese language and literature provide an in depth knowledge on origin and development of Assamese language and literature.
- 2.The history of Language and literature also provide the knowledge of social, political, economic and cultural history of Assam of different period.
- 3.The study helps to understand the process of assimilation and synthesis of various socio-ethnic

groups and formation of a common or greater identity, i.e. Assamese. The study encourages undertaking comparative study of language and literature with various Indian language and literature in future..

4. The knowledge of language and literature helps to opt or choose profession in teaching and also like Journalism in Assamese, Reporting, News reader in TV and Radio, Translator, Book editing & publishing, programme anchor, radio-jockey etc. Besides various public and private sector official job.
5. The in depth knowledge also help to develop creative quality and thus may undertake various creative work like poem writing, fiction or drama etc.
6. Study of literature help the student to enrich their knowledge regarding life, traditional value, develop ethical and moral quality and humanistic attitude in the perspective of greater social life.

Course outcome: B. A. Tourism & Travel Management (Vocational)

1. The sporadic travel by the nomads in ancient time has become most fascinating industry and one of the fastest growing labor intensive industries of the world. The course of the Tourism & Travel Management has been designed to provide the detailed knowledge of the following topics:
 2. Conceptual frameworks of tourism.
 3. Tourism resources of Assam and North-east India.
 4. Tourism Policy, planning and development.
 5. Practical on map work and tourist map designing.
 6. Tourism organization: Travel Agency and Tour Operator.
 7. Practical on computer application in tourism itinerary designing.
 8. Tourism management.
 9. Tourism resources of India.
 10. Tourism marketing.
 11. Field study and on Job Training.

Besides that the students will be able to start their own business like travel agency, tour operator, tour guide etc. after the completion of BA with tourism. Furthermore, the students will be well equipped in the field of management and marketing of the tourism resources.

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

The Continuous Internal Assessment reveals the learning outcomes and academic performance of students. Students learning outcomes can also be obtained by the marks secured in the university exams. Mentoring classes are regularly conducted for enhancing academic performance of students. At the beginning of every academic session the Principal convenes meeting of academic council with faculty members where discussions are made regarding curricular programmes, academic programmes and methods to be employed. The faculty members are encouraged to use innovative methods like use of computers, technological resources like ICT, LCD Projectors and Internet etc. The Evaluation of learning process of students are assessed by assignments, quiz and seminars. All the departments record the marks secured by

the students in the sessional tests conducted by the college and the results of the university examination. These marks and results are displayed on the notice board of respective departments. The records and the performance of the students are maintained by the concerned departments. The college organizes Parents-Teachers meet to discuss about the academic performances of students.

2.6.3 Average pass percentage of Students

Response: 13.77

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 34

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 247

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.29

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 1.25

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	1.25	00

File Description	Document
List of project and grant details	View Document
Any additional information	View Document

3.1.2 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.04

3.1.2.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 01

3.1.2.2 Number of full time teachers worked in the institution during the last 5 years

Response: 23

File Description	Document
Supporting document from Funding Agency	View Document
Any additional information	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

Girls' College, Kokrajhar being an undergraduate institution has no recognized incubation center associated with business start-ups. But it encourages faculty members for creation and transfer of knowledge. The college has introduced mentoring for the students. The faculty members provide support and encouragement to the students to maximize their learning potential. They are individually motivated to develop their personal skills. The college organizes various career oriented and personality development programmes for betterment of the students.

File Description	Document
Any additional information	View Document

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 0

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: No

File Description	Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

File Description	Document
Any additional information	View Document

3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0

3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

3.3.4 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 0.63

3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
03	02	03	02	01

File Description	Document
List books and chapters in edited volumes / books published	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

The institution carried out some activities in the neighborhood community. The NSS, Extension Education and other Cells are sensitizing the students to the social issues and holistic development. The college NSS unit conducts programmes regularly such as health awareness & medical Check-up etc in the adopted village. The Extension Education Cell conducted programmes in the neighbouring village Joypur on issues like Literacy for Children, Women Empowerment, Human Rights, Protection of Environment, Health Awareness, Adult Literacy, Small Savings & it's benefits. Extension Education Cell in collaboration with District Legal Services Authority, Kokrajhar organized Programme on "Swachh Bharat" to create awareness about social issues such as cleanliness and hygiene. Red Ribbon Cell & Health Care Cell conducted Health Awareness & Free Medical Check-up & Tuberculosis Awareness Programme to spread medical consciousness among our students. Women Cell of our college organized Programme on Women's Rights. Students are motivated to participate in outreach activities, such as 'Swachh Bharat Abhiyan', campus cleaning and tree plantation. Through participation in such activities students learn to imbibe the sense of cleanliness, protection of environment and other social responsibility.

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 0

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description

Document

Number of awards for extension activities in last 5 years

[View Document](#)

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 6

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
03	03	0	00	00

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 13

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
25	185	242	00	00

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 0

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 0

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The Girls' College, Kokrajhar came into existence in the year 1990 as a venture institution for the local people to cater to the needs of the women education in the area. The College is situated in lush green river bank of Gaurang River at Kokrajhar town. The college has faced many ups and downs to reach the present status. Services of teaching and non-teaching staff of the college was provincialized by the Govt. in the year 2013. Since inception, the institution has upgraded its infrastructure to maintain quality education system. The institution follows norms laid down by the Affiliating University, UGC and Govt. of Assam.

Physical Infrastructural Facilities are divided under three heads a) Instructional area, b) Administrative area and c) Amenities area

Facility	Room description	No of rooms	
Instructional area	Class room	14	
	Education Laboratory	1	
	Computer Laboratory	1	
	Tourism laboratory	1	
Administrative area	Principal's Room	1	
	Vice Principal's room	1	
	Administrative office	1	
	Departmental Room	10	
	Strong Room	1	
	Exam Control Room	1	
	IQAC Room	1	
	NSS Room	0	
	Career Counselling room	0	
	Central store room	0	
Amenities	Central Library	1	
	Librarian's Room	1	
	Girls' Common room	1	
	Canteen	1	
	First Aid cum sick room	0	
	Toilet	38	
	Hostel	1	
	Stationary store and reprography	1	

For disabled persons the college has facilities like ramp in the class room, toilet and library. The college has also wheelchair within the premise. The Girls' Hostel is located within the college campus with an intake capacity of 120 nos. of boarders when construction is fully completed. At present only 40 Nos. of

Boarders are accommodated in the hostel. A small gymnasium facility is provided for the students and staff, free WI-FI internet connection to the whole campus, First aid facilities and doctor's on call facility. The college has a good and spacious canteen facility with hygienic environment. The college has an ample parking space inside the campus for the students and teachers. 24X7 CCTV surveillance system has been installed all around the campus, Hostel and some important rooms.

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

Response:

The college has in campus outdoor ground and adequate facility for indoor sports. Keeping in mind about the all-around development of the women folk the college has tried to set up a small gymnasium with some basic facilities.

Girls' College, Kokrajhar has a seminar hall with A-V facility (800 sqft) (which is used as a class room in normal days) and 1200 sqft auditorium having 250 students seating capacity to carry out various extra-curricular activities.

The facilities for sports, games and cultural activities are efficiently utilized by students during various events like college week and other special days observance.

1. Sports:

Facility available	Details
Indoor games	Badminton, Carrom, Chess
Outdoor Games	Volley Ball, Throw ball, Kabaddi, Run, Football
Recreation room	Tread mill, exercise bike

Sport facility	Particulars	Quantity
Table tennis	Table, Bat	1
Badminton Racket	Net, Racket	4, 11
Volley Ball	Net, Ball	3, 2
Javelin		7
Carrom		7
Shotput		2

2. Cultural activities:

Girls' College, Kokrajhar organizes various cultural events in the college week to explore and nourish the hidden talents among the students. To boost confidence and leadership abilities students are trained for anchoring various events under the teachers' guidance.

a multidisciplinary college magazine is published annually which creates a platform for the students to be a budding writer. The college brings out wall magazine 'Rashmi' through which students can display their

creativity.

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

Response: 13.33

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 2

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 0

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document

4.2 Library as a Learning Resource

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

Response:

Girls' College Library is a resource hub for acquiring knowledge for the stakeholder of the college. The library has sufficient collection of books, journals, magazines, periodicals to cater to the needs of the students as well as faculties. ILMS (SOUL 2.0) is available for the students and teachers. Separate e-library is also available with facilities such as subscription for e-journals, e-books, National Digital Library. The web OPAC is fully functional within the campus through Wi-Fi. The library updates its latest informations about various services through its dedicated website

(<https://sites.google.com/site/girlscollegkokrajharlibrary>) regularly. The website is providing old question papers, career news, scholarship news along with various e-books and e-journals online links. The library has also started whatsapp group page service among the teaching staff to inform about new arrivals of books in the library as well as requisition of books.

Name of the ILMS software	SOUL 2.0		
Version	Network version		
Name of the service provider	INFLIBNET		
Installation date	2/08/2009		

File Description**Document**

Link for Additional Information

[View Document](#)**4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment****Response:**

The Girls' college, kokrajhar has spacious and resourceful central library with a collection of more than 12000 books. This data includes more than one thousand reference books in various disciplines. There are collections of knowledge banks like Encyclopaedia volumes in different subjects like Education, Sociology etc. Apart from this department has maintained its own departmental library which has collection of research journals too. Network Resource Centre provides e- resources to needy students. INFLIBNET NLIST is subscribed and the college get access to NDL for its stakeholder.

File Description**Document**

Any additional information

[View Document](#)**4.2.3 Does the institution have the following:**

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above**B. Any 3 of the above**

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 0.29

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
00	.01	00	0.37	1.06

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: No

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 6.08

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 35

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The college has provided adequate IT facilities to library, office and various departments. These IT facilities are updated at regular intervals. Though the college is an arts only college it has a dedicated computer laboratory with 21 no's of computer with WI-FI and LAN facility with dedicated storage server. The college has adopted the concept of automation of office work and other activities. The library is almost fully automated using state of the art software SOUL 2.0. Laptop computers have been provided to the departments for smooth running of departmental works. The College has 3 Nos. of Broadband Connection from BSNL among them 2 Nos. Broadband connections under National Mission for Education (NME) Scheme with 512 KPBS speed and one connection with 2 MBPS Broadband from BSNL are available in the college. There are 3 Wi-Fi Hot spots created initially one at library, one at IQAC room and one at Principal office room. The ICT hub of the college has provision for availing IT facilities both for teaching and non-teaching staff. The College has planned to establish more efficient Wi-Fi system aimed at catering to the needs of all the students and staff.

4.3.2 Student - Computer ratio

Response: 26.62

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: <5 MBPS

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 36.39

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
10.95	32.18	35.27	27.17	26.50

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document

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

Response:

Infrastructure facilities are maintained under strict supervision of Principal of the college. The college engages ad-hoc skilled labourer/technicians to do the maintenance work of infrastructures of the college. For any kind of maintenance or repair, faculty members and other staff can also put complaint to the Principal and he physically examines and then rectifies the problem.

- **Library-** The new arrivals of books are first collected, Data entered in the SOUL 2.0 software and then shelved according to Dewey decimal classification. Book binding is done for damaged books to prevent further damage. The College has constituted Library Advisory Committee for smooth and efficient functioning of library. An online feedback form has been developed in the library website for improving library services and rendering the library user friendly.
- **Indoor stadium/Auditorium-** The record for usage of sports and cultural facilities is maintained.
- **ICT HUB-** One part time computer tutor is available for day to day maintenance of computers of IT hub. The institution takes measures to upgrade IT infrastructure as per requirement of faculty & students. Working of LCDs, Overhead Projectors is checked on regular basis. Usage of these teaching aids is monitored by the use of log book.
- **Hostel-** Hostel warden and Principal regularly monitors maintenance, hygiene and cleanliness of all facilities in hostel. Housekeeping work is done by one part-time staff.

- **Canteen-** The College administration takes care of quality and other related issues. Waste water from canteen outlets is utilized for watering the plants.
- **Solar power Facility-** the College has installed 50 KV solar plant on the roof top of Girls' Hostel under GOI schemes and it has been maintained by the college administration.
- **Generator facility-** The campus has 2 Diesel generators with capacity of 50 KV for management/regulation of electricity and voltage. One central RO plant and one overhead tank is available.

File Description	Document
Link for Additional Information	View Document

NAAC

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 39.98

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
392	251	199	253	282

File Description

Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Document

[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 0

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description

Number of students benefited by scholarships and freeships besides government schemes in last 5 years

Document

[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling

- 3. Soft skill development
- 4. Remedial coaching
- 5. Language lab
- 6. Bridge courses
- 7. Yoga and meditation
- 8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: E. 3 or less of the above

File Description	Document
Details of capability enhancement and development schemes	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 0

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 0

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description**Document**

Details of the students benefitted by VET

[View Document](#)**5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases****Response:** Yes**File Description****Document**

Details of student grievances including sexual harassment and ragging cases

[View Document](#)**5.2 Student Progression****5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 0

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description**Document**

Details of student placement during the last five years

[View Document](#)**5.2.2 Percentage of student progression to higher education (previous graduating batch)****Response:** 12.15

5.2.2.1 Number of outgoing students progressing to higher education

Response: 30

File Description	Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 3

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
03	00	00	00	00

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
20	00	00	00	00

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

The college has a students' union body which represents students' community and works for the welfare of all students. The body is known as Students' Union Body, Girls' College, Kokrajhar. The Students' Union Body election is held following democratic principle in the month of September every year. An election committee is formed which is headed by the Principal. The election committee conducts the election with the help of other teachers. Election guidelines are followed to make the election transparent and systematic. All the students can cast their vote. The Union Body is constituted with the several office bearers: President (Principal), General Secretary, Asstt. General Secretary, Games & Sports Secretary, Asstt. Games & Sports Secretary, Cultural Secretary, Asstt. Cultural Secretary, Literary Secretary, Asstt. Literary Secretary, Debate and symposium secretary, Asstt. Debate and symposium secretary, Girls' common room secretary, Asstt. Girls' common room secretary, Social service secretary, Asstt. Social service secretary. Each section of the Students' Union Body is guided by two Prof. in-charge. The union body works for maintaining a healthy academic environment in the college campus. It takes the initiative for organizing various academic, co-curricular and extra-curricular activities in the college. It participates and assists various Cells of IQAC for conducting extension and outreach programmes in the neighbourhood. Different sections of the union body take initiatives for organizing the cultural, literary and games & sports competitions during the College Week. It publishes the College Magazine and wall Magazine every year. The College provides the necessary fund which is collected under different head from the students at the time of admission. The academic and administrative bodies of the college do not have student representatives on them. However, the General Secretary and Assistant General Secretary of students' union body are incorporated as students' representatives in the Grievance Reddressal Cell and Anti-ragging cell.

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 14

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
14	14	14	14	14

File Description	Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The college has formed Alumni Association in 2016 but it is not yet registered. The college organized alumni meet only once on 19 December 2017 where forty six alumnae attended. They also made some financial contribution amounting to rupees five thousand four hundred sixty. In the meeting the importance of alumni association was discussed and the college authority requested them to be in contact with the college as far as possible. The final year students are now enrolled as new members. The association has also started the process of receiving feedback from the graduates of the college. Inter personal relationship has been developed by means of communication like mobile, online feedback and social media-Whatsapp etc. to keep contact with alumni. Some former students of TTM department who are studying MTM at Jagiroad College, Jagiroad, Assam visited the TTM department of the college. They shared their experience and explained to the students regarding the prospects of MTM course.

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 1

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
01	00	00	00	00

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document

NAAC

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Vision:

To vanguard higher education for women in the LOWER ASSAM in general and BTC in particular.

Mission:

- To spread higher education amongst the women synchronizing modern education with traditional environment.
- To refine and improve the respective arts, culture, games & sports through various co-curricular activities.
- To inculcate value added education in its learners.
- To provide quality education for all sections of the society and to look forward to meet the emerging needs and challenges.
- To mould and help the learners cope up with the environment where plurality of customs, beliefs and diversity of cultures prevail.

Objectives:

- To foster a vibrant atmosphere conducive to all round development of the students.
- To undertake capacity building initiative to encourage every students to strive for fulfillment of their potential.
- To inculcate social awareness and responsibility in women enabling them to make meaningful contribution to society and nation.

Leadership functions of the head of the institution:

To provide directions and perspective plans for the growth of the institution

1. Financial planning is done.
2. To ensure the proper implementation of policy periodical monitoring is done.
3. Coordinates all the policy matter with the stakeholders of the college and place it in the G.B.
4. Appreciate and encourage faculty members to pursue further academic development.
5. Annual parent-teacher meet is conducted to convey the vision of the college towards the society.
6. Regular interaction with the students is done to motivate them for conceptual learning.

Measures are taken to tune with the vision of the college:

The college strictly maintains the norms laid by the UGC and Govt. of Assam as well as Gauhati University. The college has introduced automation in office as well as library. Computerisation is introduced in academic section, scholarship section and examination section so as to ensure accuracy. Internal audit is done to ensure the transparency in financial activities. Majority of the faculty members are constantly involved in pursuing their research activities in their respective fields. IQAC constantly monitors the teaching-learning activities and ensures the quality of the academic section of the college. IQAC encourages departments to conduct various academic activities such as seminars, departmental quiz and other extension activities. IQAC also takes feedback from the students about the performance of the faculty members.

File Description	Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management**Response:**

All the departments of the college function under the direct supervision of the Principal. Day-to-Day academic activities of the departments are taken care of by the HODs. Examination related activities are supervised by the Examination committee. The central library is supervised by the librarian as ex-officio secretary and Principal as chairman.

As an institutional head Principal is the overall in-charge of the administrative department, examination cell, central library and all the Departments. From time to time Principal conducts meetings with the concerned cell in-charge/HODs and other faculty members to discuss various issues after which resolutions are adopted for further action.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2 Strategy Development and Deployment**6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution****Response:**

The college ensures participation of teaching and non-teaching staff in decision making process and implementation of plans. The college has decentralized the academic decision in the sense that different

departments have freedom to take their own decisions regarding admission into Major courses and other academic activities. They formulate plans and policies for the department under the supervision of the head of the department. The requirements to implement these plans are mostly fulfilled by the Principal and the G.B. accepting the plans as such. If there is any difference of views between the management and the department or there is any financial constraints, the Principal calls a meeting with the faculties and takes proper decision on that particular issue. The library books purchase is requisitioned by the librarian and budget is allocated by the principal.

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The names of the members of the Governing Body are proposed in the general meeting by the distinguished attending members and forwarded to and approved by the Director of Higher Education. The current G.B comprises of 11 Nos. of Members, Principal as the ex-officio secretary of the Governing Body, one guardian member, one women member, two university nominee members, Vice-Principal, two teacher representatives and a senior assistant. The Principal is the executive head of the college. The office of the college is headed by the senior assistant and the teaching departments by the vice-principal. The Principal is assisted by O.S., HOD's of teaching departments, Librarian, Hostel warden. To take care of different aspects and activities there are different committees and bodies such as Admission committee, Examination committee, Career counselling and guidance cell, women cell, grievance redressal cell.

The service rules for teaching and non-teaching staff are as per Gauhati University act. Recruitment of faculty and office staff are done as per the rules set by the UGC and office of the Director of Higher Education, BTC, Assam respectively. Part-time faculties are recruited by the college itself.

Teachers get their promotions under career advancement scheme as per UGC rules & regulations.

The staff submit their grievances, if any, to the grievance redressal cell. If the grievances are not resolved by the cell then the staff can approach the Principal and G.B. The grievances of students are redressed by the Grievance Redressal cell and the Principal.

File Description	Document
Any additional information	View Document

6.2.3 Implementation of e-governance in areas of operation

- 1.Planning and Development**
- 2.Administration**
- 3.Finance and Accounts**
- 4.Student Admission and Support**

5. Examination**A. All 5 of the above****B. Any 4 of the above****C. Any 3 of the above****D. Any 2 of the above****Response:** E. Any 1 of the above

File Description	Document
Screen shots of user interfaces	View Document
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions**Response:**

All activities of the college are performed through the respective committees/cells. Complete plans of activities are formulated by the committees in its meetings and the activities are performed accordingly. Following example shows the effectiveness of these committees.

A Programme of Health Awareness & Free Medical Check Up was organized by Red Ribbon & Health Care Cell of IQAC, Girls' College, Kokrajhar on 07/10/2015. Several Professional Doctors participated in the programme. They highlighted awareness on maintaining good health and sanitation among the teaching as well as Student Community.

A Programme on the Art of Living was organized in the College on 4th Nov/2015 under the initiative of the IQAC, Girls' College, Kokrajhar. The Programme was attended by the Teachers as well as Students of the College. Through this programme it was sought to inculcate the Students Community how to maintain a balanced spiritual and mental health. A team of members of the organization of Art of Living demonstrated practical yoga. The participants learned Yoga and Meditation to unlock their fullest potential. They also learned ways of easy relief of stress and enhance all aspects of their lives. The participants also learned how to heal and harmonize the body, mind and spirit and develop skills to handle the mind and negative emotions. They also learned practical wisdom to improve relationships. The programme helped the participants to learn how to enhance intuition, improve confidence and boost creativity and intelligence.

The Civil Defence Awareness Training Camp was organized in Girls' College, Kokrajhar by the Officials of the Directorate General of Civil Defence, Assam from 24th June to 27th June/2015. The Officials

demonstrated in front of the Students various methods and techniques to deal with the situations arising out of natural disasters like Earthquakes, Floods, Windstorms and other natural calamities. The Students Community and the Staff of the College benefitted a lot by learning those measures necessary to be taken in these types of situations.

File Description	Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

The welfare measure for the employee as per Govt. of Assam welfare schemes. The institution has various effective welfare measures for teaching and non-teaching staff, some of them are

1. NPS with 50% Govt. contribution for all staff
2. Group life insurance for teaching staff
3. Contributory welfare fund for the non-teaching staff only run by the non-teaching staff.
4. Proper disbursement of governmental welfare schemes to the employees.

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by

the institution for teaching and non teaching staff during the last five years**Response:** 0.8

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	4

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years**Response:** 21.5

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	3	2	6	5

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff**Response:**

The institution has Performance Appraisal System in place for teaching staffs following UGC regulations 2012 and DHE Assam. Candidates may offer themselves for assessment for promotion, if they fulfil the minimum API scores indicated in the appropriate API system tables by submitting an application and the required PBAS (Performance Based Appraisal System) proforma (Old or Revised, as may be applicable from time to time by the UGC) as per the UGC Career Advancement Scheme guidelines (which also

includes Second Amendment of UGC Regulation titled Minimum Qualification for Appointment of Teachers and other Academic Staff in Universities and measures for the maintenance of Standards in Higher Education). Candidates who do not consider themselves eligible can also apply at a later date.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The college has a mechanism for both internal and external audit. Competent auditor is engaged by the Governing Body for internal audit. The external / statutory audit is carried out by a Government auditor appointed by the Govt. of Assam but till date no Government audit has been done. The external / statutory audit has been completed up to the session 2016-17 from the inception of the college. The process of auditing the expenditure of 2017-18 is in progress. There are no major objections raised by the auditor so far.

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 0

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The college sends proposals for grants to the University Grants Commission (UGC), State govt. and BTC authority in order to meet expenses for construction, repair and renovation of the college building and premises. Other than the normal Government and UGC grants, the institution has been able to secure additional funding from MP-LAD fund, WPT-BC fund etc. After receiving the grant it goes through various processes involving the Principal who is the Chief Disbursing Officer to disburse to the concerned head of accounts.

6.5 Internal Quality Assurance System

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

Response:

1. Strengthen academic culture in the Institution:

IQAC encourages and motivates Teachers and Students to actively participate in academic and co-scholastic activities. The practices are -

Regular Practice:

UGC & University Circulars pertaining to various academic activities are displayed on the Notice Board

as well as in WhatsApp groups. With the help of the UGC & State grant, efforts have been made to develop infrastructure like laboratories, advanced equipments, modern ICT gadgets, access to electronic learning materials etc. Adequate infrastructural support such as library, laboratory and reprographic facilities are provided by the college authorities. Availability of Internet and latest technological facilities are ensured for carrying out research work. All faculty members have been provided with unique user ID and password for accessing NLIST and NDL site that offers millions of documents in full text form. Teachers are encouraged to pursue their Ph.D. work and other career advancement course and college also provides relaxation in workload for carrying out research. Support and motivation is given to the faculty to take up Major/ Minor research projects. Faculty members are granted leave to participate in short term courses and various workshops related to Research methodology.

Outcomes are:

Research Development Committee (RDC) has been formed in the college. Four of our faculty members from various departments have been awarded Ph. D. Degree (2013-2017). One (1) of our faculty members has submitted his Ph.D. thesis. One of our faculty members has completed her Ph. D course work. Three (3) of our faculty members completed their Minor Research Project under UGC XIIth Plan Most of the faculty members published their research papers in various conferences and journals.

2) Curriculum Enrichment in the Institution:

For holistic development of students, IQAC introduced two (2) value added courses during the academic session 2013-2017. Students can choose the courses according to their interest. The value added courses are:

- 6 month diploma course in Computer Application has been introduced from 2015-16.
- 3 Month Certificate course in Basic beautician course has been introduced from Nov 2018.

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

Examples of institutional reviews and implementations of teaching learning reforms facilitated by the IQAC are:-

Students Feedback on Faculty, Teaching- Learning Process & Evaluation:

Students' feedback significantly showcases the actual quality of teaching learning process. The IQAC has brought several changes in the Students feedback process like

1. Online Feedback mechanism introduced to give feedback freely.
2. All the students can get the online feedback link in their mobile phone through SMS and WhatsApp.

The link is also displayed in the library website and College website.

3. Regular orientation programmes have been conducted for online feedback system among the students.

No faculty members will be involved in the students' feedback process. Only students having attendance above 75% will be allowed to give feedback on faculty, teaching learning process & Evaluation.

Minimum 60% students of each department will be present at the time of feedback.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 2.4

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
02	04	06	00	00

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document

6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

Response:

YEAR	DOMAIN	QUALITY ENHANCEMENT INITIATIVES
		<ul style="list-style-type: none"> • Academic calendar for the session July 2016 – June 2017 had been prepared before the commencement of new academic session to ensure effective implementation of the curriculum. • Automated Admission has been introduced to ensure transparency in the admission process. • Admission of the students is done completely on the basis of merit; • Updated prospectus has been made available to the students. • Various sub-committees are formed before the beginning of the new academic session and the names of the convener of each committee are

2015-16	Academic administrative	&	<p>decided in the Teachers Council Meeting</p> <ul style="list-style-type: none"> • Use of ICT (laptops & Projectors) to make the process of teaching learning more learner-centric • Mentoring System for students to minimize dropouts through Personal Counselling. • Evidence of success-Better results in the Examinations, more regular attendance, increased participation in co-curricular activities, better discipline in campus and respectful relationship between teachers and students • Encourage students to present papers in Departmental Seminars & participate in Departmental Quiz. • Two (2) additional Audio Visual rooms have been made available for the purpose of teaching-learning • Full Library automation is in process. • Dedicated Library web site has been developed • Online feedback system is adopted for various purposes. • Grievance and redressal mechanism for students has been adopted. • Up-to-date website maintained.
2016-17			

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 4

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
01	01	02	0	0

File Description	Document
Report of the event	View Document
List of gender equity promotion programs organized by the institution	View Document
Any additional information	View Document

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

Response:

1. Safety and Security: The College has grievance redressal cell and woman cell which address the grievances of students. Utmost priority is given to prevent the sexual harassment of the students and to ensure their safety and security within the campus. Woman cell is headed by senior women teachers. The college has anti-ragging committee. Ragging is strictly prohibited in the campus and so far no incidence of ragging or sexual harassment incidence has been reported in the campus.

2. Counselling: The admission committee conducts academic counselling at the time of entry in the college regarding the choice of subjects. Special attention is given to the students. Academic counselling is giving to them through various interactive programs. They are encouraged to have knowledge about career at Career Counselling cell.

3. Common room: College provides separate common room facilities for the students. This hall is used only by the students. Attached toilet facility has been provided there.

7.1.3 Alternate Energy initiatives such as:**1. Percentage of annual power requirement of the Institution met by the renewable energy sources****Response:** 50

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 600

7.1.3.2 Total annual power requirement (in KWH)

Response: 1200

File Description**Document**

Details of power requirement of the Institution met by renewable energy sources

[View Document](#)**7.1.4 Percentage of annual lighting power requirements met through LED bulbs****Response:** 32.41

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 70

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 216

File Description**Document**

Details of lighting power requirements met through LED bulbs

[View Document](#)**7.1.5 Waste Management steps including:**

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

Solid waste management: The College has proper solid waste management. The waste products accumulated in the college are carried to a proper place for their disposal. The Kokrajhar Municipality Board helps the college by taking the waste to dump in other place.

Liquid waste management: Other than the excess water which is drain out to the nearby canal there is nothing other issues regarding the liquid waste management.

E-waste management: Electronic wastes such as CDs and other electronic/electrical equipments are sold out to scrap vendors.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

The Girls' College, Kokrajhar at present has no provision for rainwater harvesting in the campus though this is included in the future plans of the college. College has well-arranged drainage system. There is proper arrangement through which the rain water directly drains to the surrounding vegetation and the pit area. Vegetation in the college campus acts as a natural way of water harvesting and recharge. Most of rain water percolates through soil. These arrangements maintain the ground water level.

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**
 - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

Students, staff using:

Bicycles: More than 65 percent students use the bicycles from home to college and college to home. There are many administrative staff and fourth grade employees who use bicycles.

Public Transport: Near about 15 percent students, teaching and non-teaching staff use public transport facility.

Plastic Free Campus: The College has initiated minimum use of polythene around the campus to seek solution to the plastic waste problems. Green audit cell takes initiative to make the people aware about the harmful effect of plastics and suggests the alternatives.

Paperless Office: In this regard college has taken initiatives like bulk SMS service for disseminating important notice among the students. All informations such as scholarship forms, admission related data and other important notices are circulated through SMS as well as uploaded to the college website. The college office ensures that most of the communication with university authorities and higher education directorate officials should be done through email. Meeting notices of different committees/Cells are

communicated through Whatsapp group service.

Green Landscaping: The College is situated at the lush green campus apart from all environmental polluting agents. The campus is surrounded by wet land, Paddy land and the Gaurang River which flows beside our college campus.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 2

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	00	01	0	0

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 2

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	01	01	0	0

File Description	Document
Report of the event	View Document

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: No

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 3

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony

and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	00	00	00

File Description	Document
List of activities conducted for promotion of universal values	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

Bodo Bijwng san	18th May 2016
Bodo Thunlai San	16th Nov 2016
International Women Day	8th May 2016
Republic Day	26th January 2016
Independence Day	15th Aug 2016
World Environment Day	5th June 2016
International Yoga Day	21st June 2016
International Women's Day	8th March 2016
Communal Harmony Day	2nd Oct 2016
NSS Day	24th Sept 2016
World Tourism Day	27th September 2016
Birth Anniversary of Rabindra Nath Tagore	8th May 2016
Death Anniversary of RabindraNath Tagore	8th August 2016
Silpi Diwas	17th January 2016
Rabha Diwas	21st June 2016
Death Anniversary of DR. Bhupen Hazarika	4th Nov 2016
Bodo Bijwng san	18th May 2017
Bodo Thunlai San	16th Nov 2017
International Women Day	8th May 2017
Republic Day	26th January 2017
Independence Day	15th Aug 2017
World Environment Day	5th June 2017
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NSS Day	24th Sept 2017

World Tourism Day	27th September 2016
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Death Anniversary of RabindraNath Tagore	8th August 2017
Silpi Diwas	17th January 2017
Rabha Diwas	21st June 2017
Death Anniversary of DR. Bhupen Hazarika	4th Nov 2017
Teachers Day	5th September 2018
Bodo Bijwng san	18th May 2018
Bodo Thunlai San	16 Nov 2018

File Description	Document
Any additional information	View Document

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

Financial System:

Transparency in financial system is ensured through:

Financial audit is done regularly by internal auditor who is appointed by the Governing body of the college. Formulation of financial committee is done as per UGC guidelines.

Academic System:

Admission is done through automated College software and online feature is also being incorporated for admission. The admission procedure is strictly on the basis of merit in accordance with the government reservation policies. Results of examinations are regularly posted on the college notice board and corrected answer scripts are shown to students for any clarification. Student's scholarship information, admission, information and informations related to the higher education directorate office, Guwahati and affiliated University and council are intimated through College Notice Board, Bulk SMS services and college website

Administrative Functions:

Transparency in administrative functions is ensured through:

Documented service rules are made available in the college website for all the staff. Well laid down procedures to be followed while discharging the regular duties.

Auxiliary functions of the Institute:

Auxiliary functions like conduct of workshops, training programs, seminars, conferences, guest lectures etc., are strictly implemented through the following sequence of operations:

- Proposal by specific department
- Financial approval by the management/administration
- Conduct of the program
- Submission of the accounts
- Submission of the report
- Verification and recording of the proofs and publication in the website
- The complete record of these operations is made available in the concerned department. Transparency is ensured through this process.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

Best practices: 1

Title of the Practice: 'Ensuring computer literacy'

Objective of the practice: Proficiency in computer applications has now become a binding compulsion in day to day life. Established with the aid from ICT hub a computer learning centre is functioning in the college. The centre has latest configuration personal computers and multimedia equipped hall. The centre is aimed to provide basic computer and office management training for faculty, non-teaching staff and students. The students receive a diploma certificate after successful completion of the course.

The context: The students are mostly from rural area not to speak of computer facilities, even electricity is not available. They even cannot afford to get computer training through private centres. At the network resource centre the curious under graduate and post graduate students are provided basic computer literacy courses at nominal fee. This practice has boosted the image of college.

The practices: Regular ICT applications based short term programs are organised for both students and faculty members. A qualified computer teacher has been employed for this purpose. The students from TTM courses are paid special attention so as to enable them for preparing their seminars and projects, assignments etc.

Evidence of success: The ICT hub is most of the time occupied by students. Positive outcome of this programme is that the undergraduate students get a diploma certificate along with their degree certificates. Few of the faculty members who were initially not familiar with ICT are now successfully using multimedia facilities in teaching as well as in delivering their research paper presentation during the seminars.

Problems encountered and resources required:

- 1.Number of computer is less with respect to the student's intake in the college.
2. There is single computer instructor which is paid by the College fund.
- 3.The Annual maintenance Service is not given to any firm because the maintenance has become very costly.

Best practice: 2

Title of the Practice: National Service Scheme (NSS):

Goal:

The college has a NSS unit working under the NSS Cell, Gauhati University. The institution promotes NSS for the all-round development and character building of the students as well as to extend its activity at the community level. NSS is the platform for community service. The College has adopted the south Narabari Village for its extension activity. Hence under NSS the college promotes extension work bringing together the campus and the community. The college conducts Regular Activity and Special Camp Activity to understand the community in which they work and also understand themselves in relation to their community, identify the needs and problems of the community and involve them in problem solving and help them to develop among themselves a sense of social and civic responsibility. Such activities help them to gain skills in mobilizing community participation and practice national integration and social harmony.

The Context:

Organizing health awareness programme is equally challenging as they seem to hold strong affinity to the age old misconceptions regarding female health pertaining to puberty and motherhood. The cleanliness concern is addressed through NSS activity. The planning and designing of programmes need to be done accordingly.

The Practice:

The NSS cell through the Regular Activity and Special Camp activity involves the teachers, students and the village people in Health Awareness Programmes and Tree Plantation programme. Clean Campus Mission, Awareness Programme with the hawkers around the college campus and Narabari local produce Market vendors are conducted to keep the locality clean by using bins and discarding the use of carry bags.

Evidence of Success:

The community service extended to the South Narabari Village has been rewarding. The tree plantation and cleanliness drive made people aware about the positive change in locality. The health awareness programme has also created some impact on their day to day life.

Problems Encountered and Resources Required:

The NSS Cell of the college has a separate committee with energetic young and senior teachers. The Programme Officer of NSS has completed Orientation Programme from various agency. The college authority extends all-encompassing support. The committee takes decisions on regular activities and special camp activities through periodic meetings. The limited grant allotted by the Central Government is a constraint in itself.

Notes:

The campus- community interaction serves a dual purpose. On the one hand it encourages social mixing among a diversified crowd promoting communal harmony and fraternity and on the other hand such frequent interactions and visit to the college campus by the young girls raise enthusiasm among them to join higher institutions of study for a better future.

7.3 Institutional Distinctiveness**7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust****Response:**

Girls College, Kokrajhar affiliated to Gauhati University was established in the year 1990 with the vision of empowering women students coming from a very diverse social background. The college ensures to impart quality education to all of its students not only through enhancing their intellectual ability but also by nurturing their talents. The college shapes the learners into better citizen enriched with self-confidence, perseverance, patriotism and humanity. It imparts holistic education and develops women folk as women leaders. Our ambition is to empower our future generation of women with authority and position. This is well evidenced by the success of our alumni in the field of their choice.

Many of our students are academically well enriched to be employed in many reputed schools and colleges as teachers. In fact some of them work in our own college in the capacity of teachers like Mrs. Jury Gayary, Asst. Prof., Deptt of Political Science. The teachers and students work with great earnest and sincerity to reach out to the college alumni in India and to involve them not only in cultural activities but also in socially meaningful and relevant work with the aims to enrich the college fraternity.

5. CONCLUSION

Additional Information :

The college is making a gradual transition from conventional classrooms to ICT enabled classrooms. The infrastructure of the college is sensitive to the less carbon footprint policy. Apart from regular under-graduate courses the college offers diploma and certificate courses to facilitate the all-round development of students. In order to alleviate the rigors of a demanding college curriculum, the students are encouraged to participate in various co-curricular and extra-curricular activities. Another vital focus of the institution is grievance and redresses cell as per UGC guidelines to deal with cases, if any annoyance of students and staff members and to ensure their safety and security within the college campus. The Governing Body of the college works in close cooperation with the Principal, Staff and different committees to regulate and maintain an amicable and scholastic environment. The Teachers' Association is a vibrant body which works closely with the Principal and deals with issues pertaining to the functioning of the institution. Girls' College has an active NSS unit as part of its social extension programme. The institution takes pride in environment-based activities to create holistic consciousness among students, staff and community.

Concluding Remarks :

Girls' College, Kokrajhar founded in 1990 with its motto "Jyotirgamay.....to impart knowledge" to the womenfolk of this socio-economic and educationally backward area has been moving forward to fulfill the dreams of the founding fathers who were visionary citizens of the locality. It has been providing comprehensive education to the womenfolk involving various social extension programme. A Philanthropist Late Smt. Rashmi Devi Mahanta donated the Rashmivan a 5 Bigha land for the noble cause of spreading higher education where the college is located at present. All members of the Governing Body, the Principal and Teaching and Non-teaching Staff of the college unitedly work to achieve the fundamental aim of the institution. The dedicated Teaching Staff primarily focus on its diverse student community and the curriculum delivery is regularly revised and updated through innovative teaching and learning methods as well as a transparent feedback system involving students, their parents as well as the teachers themselves. The college follows the curriculum framed by the Gauhati University. In order to constantly refresh and upgrade their knowledge, teachers participate in orientation programme and refresher courses offered by the universities. Faculties are encouraged by the institution to engage in active research and publication. The administration strives to work towards developing the infrastructure and learning resources to achieve its goal of excellence.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.2.2	<p>Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented</p> <p>1.2.2.1. Number of programs in which CBCS/ Elective course system implemented. Answer before DVV Verification : 04 Answer after DVV Verification: 10</p> <p>Remark : As per the HEI data in the attachment with the Metric in response to clarification sought read in conjunction with https://assessmentonline.naac.gov.in/storage/app/hei/clarificationfiles/101985_2350id_1.2.PDF. All programs are TDC and hence all are CBCS system.</p>																				
1.3.3	<p>Percentage of students undertaking field projects / internships</p> <p>1.3.3.1. Number of students undertaking field projects or internships Answer before DVV Verification : 13 Answer after DVV Verification: 0</p>																				
2.3.3	<p>Ratio of students to mentor for academic and stress related issues</p> <p>2.3.3.1. Number of mentors Answer before DVV Verification : 07 Answer after DVV Verification: 17</p> <p>Remark : As per the HEI data in the attachment with the Metric in response to clarification sought.</p>																				
2.4.4	<p>Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years</p> <p>2.4.4.1. Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>2</td> <td>1</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>2</td> <td>00</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	0	2	1	0	0	2017-18	2016-17	2015-16	2014-15	2013-14	0	2	00	0	0
2017-18	2016-17	2015-16	2014-15	2013-14																	
0	2	1	0	0																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
0	2	00	0	0																	
3.1.1	<p>Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years</p>																				

(INR in Lakhs)

3.1.1.1. Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
00	125000	00	120000	235000

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	1.25	00

3.1.2 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

3.1.2.1. Number of research projects funded by government and non-government agencies during the last five years

Answer before DVV Verification : 03

Answer after DVV Verification: 01

3.1.2.2. Number of full time teachers worked in the institution during the last 5 years

Answer before DVV Verification : 23

3.3.4 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

3.3.4.1. Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
03	02	03	01	01

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
03	02	03	02	01

4.2.3 Does the institution have the following:

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership

4. e-books

5. Databases

Answer before DVV Verification : C. Any 2 of the above

Answer After DVV Verification: C. Any 2 of the above

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

4.2.4.1. Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
0.87	2.55	0.37	1.06	0.78

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
00	.01	00	0.37	1.06

4.2.5 Availability of remote access to e-resources of the library

Answer before DVV Verification : Yes

Answer After DVV Verification: No

4.2.6 Percentage per day usage of library by teachers and students

4.2.6.1. Average number of teachers and students using library per day over last one year

Answer before DVV Verification : 55

Answer after DVV Verification: 35

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

4.4.1.1. Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
0	0.41	10.2	12.3	52.9

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
10.95	32.18	35.27	27.17	26.50

Remark : As per the HEI data attached with the Metric in response.

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

5.1.1.1. Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
392	251	199	253	288

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
392	251	199	253	282

Remark : The college though established in 1990 was in rural area of W Bengal and grew up to a degree college. the college is located in an area of low income and is a girls college. The HEI claims to not maintaining records till 2016. The number of seat actually admitted from the reserved categories and the impetus (including scholarships) given to girl students, low income group and reserved categories in the current decade coupled with the number of scholarships and freeship claimed by the institute are consistent and appear to be justified to be considered as claimed.

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

5.1.5.1. Number of students attending VET year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
27	23	00	00	00

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

5.2.2 Percentage of student progression to higher education (previous graduating batch)

5.2.2.1. Number of outgoing students progressing to higher education

Answer before DVV Verification : 33

Answer after DVV Verification: 30

Remark : As per the HEI data in the attachment with the Metric in response to clarification sought.

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during

the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1. Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
6	00	00	00	00

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
03	00	00	00	00

5.2.3.2. Number of students who have appeared for the exams year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

5.3.3.1. Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
30	30	30	30	30

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
14	14	14	14	14

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

6.5.3.1. Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
3	2	3	7	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14

02	04	06	00	00
----	----	----	----	----

6.5.4	<p>Quality assurance initiatives of the institution include:</p> <ol style="list-style-type: none"> 1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements 2. Academic Administrative Audit (AAA) and initiation of follow up action 3. Participation in NIRF 4. ISO Certification 5. NBA or any other quality audit <p>Answer before DVV Verification : D. Any 1 of the above Answer After DVV Verification: D. Any 1 of the above</p>																				
7.1.1	<p>Number of gender equity promotion programs organized by the institution during the last five years</p> <p>7.1.1.1. Number of gender equity promotion programs organized by the institution year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 1173 1046 1308"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td>3</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 1386 1046 1520"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>01</td> <td>02</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	1	1	3	0	0	2017-18	2016-17	2015-16	2014-15	2013-14	01	01	02	0	0
2017-18	2016-17	2015-16	2014-15	2013-14																	
1	1	3	0	0																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
01	01	02	0	0																	
7.1.10	<p>Number of Specific initiatives to address locational advantages and disadvantages during the last five years 7.1.10.1. Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 1720 1046 1854"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>3</td> <td>7</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 1933 1046 2067"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>00</td> <td>01</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	1	3	7	0	0	2017-18	2016-17	2015-16	2014-15	2013-14	1	00	01	0	0
2017-18	2016-17	2015-16	2014-15	2013-14																	
1	3	7	0	0																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
1	00	01	0	0																	

Remark : Only Cultural program of 07 Jan 2017 and Health check pertaining to TB are considered specific to the location of the college. The others are all generic and are not Specific initiatives to address locational advantages and disadvantages. As per the HEI data.

7.1.11	<p>Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)</p> <p>7.1.11.1. Number of initiatives taken to engage with and contribute to local community year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 584 1046 719"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>3</td> <td>7</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 797 1046 931"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>00</td> <td>01</td> <td>01</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Remark : Engagement and activities under this Metric must involve community and preferably should be off campus but the HEI data shows these being in seminar hall. Health check of own staff/students does not qualify. Initiatives taken to engage with and contribute to local community which are supported with reports, newsprints, photographs and exhibit such interaction and engagement only have been considered.</p>	2017-18	2016-17	2015-16	2014-15	2013-14	1	3	7	0	0	2017-18	2016-17	2015-16	2014-15	2013-14	00	01	01	0	0
2017-18	2016-17	2015-16	2014-15	2013-14																	
1	3	7	0	0																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
00	01	01	0	0																	
7.1.12	<p>Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff</p> <p>Answer before DVV Verification : Yes</p> <p>Answer After DVV Verification: Yes</p>																				

2.Extended Profile Deviations

ID	Extended Questions										
1.1	<p>Number of courses offered by the institution across all programs during the last five years</p> <p>Answer before DVV Verification : 10</p> <p>Answer after DVV Verification : 283</p>										
2.2	<p>Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="196 1890 986 2002"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>109</td> <td>102</td> <td>99</td> <td>159</td> <td>146</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p>	2017-18	2016-17	2015-16	2014-15	2013-14	109	102	99	159	146
2017-18	2016-17	2015-16	2014-15	2013-14							
109	102	99	159	146							

2017-18	2016-17	2015-16	2014-15	2013-14
147	147	147	173	147

3.1 Number of full time teachers year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
17	17	18	18	18

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
17	17	18	18	18

3.2 Number of sanctioned posts year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
17	17	18	18	18

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
18	18	18	18	18

4.1 Total number of classrooms and seminar halls

Answer before DVV Verification : 17

Answer after DVV Verification : 15