



INSTITUTIONAL ASSESSMENT AND ACCREDITATION **(Effective from July 2017)**

Accreditation - (Cycle - 1)

PEER TEAM REPORT ON **INSTITUTIONAL ACCREDITATION OF** **GIRLS' COLLEGE, KOKRAJHAR**

Kokrajhar
Assam
783370

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P.O. Box No. 1075, Nagarbhavi, Bengaluru - 560 072, INDIA

Section I: GENERAL INFORMATION

1.Name & Address of the institution:	GIRLS' COLLEGE, KOKRAJHAR Kokrajhar Assam 783370	
2.Year of Establishment	1990	
3.Current Academic Activities at the Institution(Numbers):		
Faculties/Schools:	1	
Departments/Centres:	10	
Programmes/Course offered:	1	
Permanent Faculty Members:	18	
Permanent Support Staff:	11	
Students:	624	
4.Three major features in the institutional Context (Asperceived by the Peer Team):	1. Only Womens College in four districts of Bodoland Territorial Council catering to economically socially backward area 2. College offering courses in four regional languages 3. College with culturally oriented practices	
5.Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure):	From : 28-03-2019 To : 29-03-2019	
6.Composition of Peer Team which undertook the on site visit:		
	Name	Designation & Organisation Name
Chairperson	MRS. P GEETHA	FormerProfessor,M G UNIVERSITY
Member Co-ordinator:	DR. REKHA PANDE	Professor,University of Hyderabad
Member:	DR. MANJU JAIN	Principal,VAISH COLLEGE OF EDUCATION
NAAC Co - ordinator:	Mr. B.s. Ponmudiraj	

Section II: CRITERION WISE ANALYSIS

Observations (Strengths and/or Weaknesses) on each qualitative metrics of the key Indicator under the respective criterion (This will be a qualitative analysis of descriptive nature aimed at critical analysis presenting strength and weakness of HEI under each criteria)

Criterion1 - Curricular Aspects (Key Indicator and Qualitative Metrics(QIM) in Criterion1)	
1.1	Curricular Planning and Implementation
1.1.1 QIM	The institution ensures effective curriculum delivery through a well planned and documented process
1.2	Academic Flexibility
1.3	Curriculum Enrichment
1.3.1 QIM	Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum
1.4	Feedback System

Qualitative analysis of Criterion 1

1.1.1. The Girls' College, Kokrajhar, affiliated to Guwahati University established in 1990, got its 2f status in 2007 and 12 b in 2009. The institution offers only BA Programme in 10 subject options. Five courses are in Languages as major subjects including the courses in Bengali and Hindi which were started in 2017-18. It also introduced one vocational course in Tourism and Travel Management. The syllabus designed by the affiliating University is followed. The college strictly adheres to the academic calendar prepared by the University. Principal with the help of the IQAC draws out the well planned schedule for examinations, extra and cocurricular activities. Log book of class schedule is maintained. Academic calendar and time tables are displayed on notice boards and web-site of the college for the information of the stakeholders.

Semester system is introduced in 2011-12 with elective options.

The Institution of Distance learning of Guwahati University has a centre in the College to run PG Courses.

1.3.1. The University curriculum integrates Environmental Studies as a mandatory paper. Human values and ethical standards are nurtured through programmes of Art of Living and also Brahmakumaris. Diploma in Computer Application is offered since 2016. A three months Beautician Course is also started in 2018. More job oriented, skill based short term courses need to be introduced for curriculum enrichment.

Criterion2 - Teaching-learning and Evaluation (Key Indicator and Qualitative Metrics(QIM) in Criterion2)	
2.1	Student Enrollment and Profile
2.2	Catering to Student Diversity
2.2.1 QIM	The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners
2.3	Teaching- Learning Process
2.3.1 QIM	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences
2.3.4 QIM	Innovation and creativity in teaching-learning
2.4	Teacher Profile and Quality
2.5	Evaluation Process and Reforms
2.5.1 QIM	Reforms in Continuous Internal Evaluation(CIE) system at the institutional level
2.5.2 QIM	Mechanism of internal assessment is transparent and robust in terms of frequency and variety
2.5.3 QIM	Mechanism to deal with examination related grievances is transparent, time-bound and efficient
2.5.4 QIM	The institution adheres to the academic calendar for the conduct of CIE
2.6	Student Performance and Learning Outcomes
2.6.1 QIM	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
2.6.2 QIM	Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution
2.7	Student Satisfaction Survey

Qualitative analysis of Criterion 2

2.2.1.Learning levels of the students are assessed through class room interaction and sessional tests. Mentoring classes are conducted for both slow and advanced learners. Remedial classes and tutorial sessions after class hours are needed to improve the performance of slow learners.

2.3.1. Primarily the conventional lecture method is followed by all the teachers. Independent learning skills are developed through assignments and class room seminars. Quizz programmes are also conducted. Courses like Tourism and Travel Management and Education also use Project work for enhancing learning experience.

2.3.4. Innovations and creativity in teaching learning are yet to be explored apart from supplementing the lectures with power point presentations occasionally. Since the college has a department of Education, there is scope for introducing new and innovative teaching methods. The students should be exposed to self learning portals like SWAYAM, MOOCS and You Tube Lectures.

2.5.1.The institution follows the University pattern for internal evaluation system

2.5.2.Mechanism of Internal assessment is transparent

2.5.3.Examination related grievances are redressed in a timely manner

2.5.4.College adheres to the University's examination and Academic Calendar

2.6.1. Programme outcomes, Programme specific outcomes and course outcomes for all courses are yet to be drawn out.

2.6..2. Programme outcomes, Programme specific outcomes and course outcomes are evaluated only at the examination results level. On an average many courses have a pass percentage of 60%. The programme outcome should be worked out in view of placements and job opportunities.

NAAC

Criterion3 - Research, Innovations and Extension (Key Indicator and Qualitative Metrics(QIM) in Criterion3)	
3.1	Resource Mobilization for Research
3.2	Innovation Ecosystem
3.2.1 QIM	Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge
3.3	Research Publications and Awards
3.4	Extension Activities
3.4.1 QIM	Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years
3.5	Collaboration

Qualitative analysis of Criterion 3

3.2.1. Being an undergraduate college offering only arts subjects, incubation centre and other initiatives for creation and transfer of knowledge are yet to be initiated.

3.4.1. Extension activities are carried out by the NSS unit and the Extension Education Cell. NSS has adopted a village where the usual activities like medical check up, awareness camps and cleanliness drives are conducted. Extension Education Cell is involved in organising literacy campaign, adult literacy, awareness on women's rights and small savings and its benefits. The College needs to be proactive in conducting women oriented activities like women's nutrition, women specific disorders like anaemia, menopause and also other social issues.

Criterion4 - Infrastructure and Learning Resources (Key Indicator and Qualitative Metrics(QIM) in Criterion4)	
4.1	Physical Facilities
4.1.1 QIM	The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.
4.1.2 QIM	The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities
4.2	Library as a Learning Resource
4.2.1 QIM	Library is automated using Integrated Library Management System (ILMS)
4.2.2 QIM	Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment
4.3	IT Infrastructure
4.3.1 QIM	Institution frequently updates its IT facilities including Wi-Fi
4.4	Maintenance of Campus Infrastructure
4.4.2 QIM	There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Qualitative analysis of Criterion 4

4.1.1.The institution surrounded by paddy fields and wetland on the banks of Gaurang river is functioning in a 3.03 Acre campus.It has 7357.92 Sq. m. built up area housing adequate class rooms . Computer Laboratory , Tourism Laboratory and a Lab for education to provide practical experience to students. Spacious canteen, Seminar Hall with Audio visual facility, Auditorium with 250 seating capacity, ample toilets, spacious Canteen, Ramp facility for differently abled are available. A hostel of 120 capacity for the girls is in the making and is now partially ready and in use by 40 occupants. Every department has independent rooms for the staff members.

4.1.2.. Recreation room withTread mill, exercise bike etc. is there for the use of the students and staff. Indoor game facilities include Chess and Carroms . The college has a MOU with an organisation to use their facilities for outdoor games

4.2.1.The Bodoland Territorial Council has donated Ten Lakh Rupees worth of books. Separate e-library is available with facilities such as subscription for e-journals, e-books, National Digital Library. INFLIBNET subscription is active. 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.The web OPAC is fully functional within the campus through Wi-Fi. 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.The Library has a dedicated website providing career details, scholarships, old question papers and institutional repositories. An online feedback form has been developed in the library website for improving library services and rendering the library user friendly. The Government of Assam has given free text books for the use of the needy students.

4.2.2. In spite of so many Language departments, the college is yet to direct its attention to collecting rare books, Manuscripts and such knowledge resources needed for active research.

4.3.1.College website is regularly updated. The college has a computer laboratory with 21 computers with

WI-FI and LAN facility and dedicated storage server. Laptops have been provided to the departments for smooth running of departmental activities . Broad Band Connections are provided under National Mission for Education Scheme.

4.4.2.Ad-hoc skilled people are engaged for maintenance work. Damaged books in the Library are saved through book binding. One part time computer tutor is available for day to day maintenance of computers of IT hub. The Principal directly monitors all the maintenance works.

NAAC

Criterion5 - Student Support and Progression (Key Indicator and Qualitative Metrics(QIM) in Criterion5)	
5.1	Student Support
5.2	Student Progression
5.3	Student Participation and Activities
5.3.2 QIM	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution
5.4	Alumni Engagement
5.4.1 QIM	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

Qualitative analysis of Criterion 5

5.3.2.The Students' Union Body is constituted following democratic principle in the month of September every year through Election. With the Principal as the President of the body the Union has General Secretary, Assistant secretary and secretary and assistant secretaries of different sections. Each section of the Students' Union Body is guided by two Professors in-charge.It takes the initiative for organizing various academic, co-curricular and extra-curricular activities in the college, publishes the College Magazine and wall Magazine every year.Generally there is no student representation in academic and administrative bodies except in the Grievance Reddressal Cell and Anti-ragging cell.

5.4.1.The Alumni association is started in 2016 but yet to be registered. The Association met once in 2017. A small amount around Rupees Five Thousand was contributed by the old students.They have also donated some plants in flower pot and almirahs. Inter peronal communication through Whatsapp and SMS was organised. Former students of Travel and Tourism talked to the present day students about the scope of this course.

Criterion6 - Governance, Leadership and Management (Key Indicator and Qualitative Metrics(QIM) in Criterion6)	
6.1	Institutional Vision and Leadership
6.1.1 QIM	The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution
6.1.2 QIM	The institution practices decentralization and participative management
6.2	Strategy Development and Deployment
6.2.1 QIM	Perspective/Strategic plan and Deployment documents are available in the institution
6.2.2 QIM	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
6.2.4 QIM	Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions
6.3	Faculty Empowerment Strategies
6.3.1 QIM	The institution has effective welfare measures for teaching and non-teaching staff
6.3.5 QIM	Institution has Performance Appraisal System for teaching and non-teaching staff
6.4	Financial Management and Resource Mobilization
6.4.1 QIM	Institution conducts internal and external financial audits regularly
6.4.3 QIM	Institutional strategies for mobilisation of funds and the optimal utilisation of resources
6.5	Internal Quality Assurance System
6.5.1 QIM	Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes
6.5.2 QIM	The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms
6.5.5 QIM	Incremental improvements made during the preceding five years (<i>in case of first cycle</i>) Post accreditation quality initiatives (<i>second and subsequent cycles</i>)

Qualitative analysis of Criterion 6

6.1.1.The vision and mission of the college focus on producing academically enlightened, empowered and socially responsible girls. The institution tries to impart modern education in traditional atmosphere and attempts to refine and improve the respective arts, culture, games & sports through various co-curricular activities.

Principal is the overall in charge of all administrative matters. Day to day academic activities are taken care of by the heads of Departments. There is an examination Committee to monitor the conduct of the examinations. Decentralization and participative management is visible.

6.2.1.Long and short term perspective future plans are yet to be drawn out

6.2.2. 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 Governing Body consists of thirteen members of which two are Government nominees, two University nominees, two teacher representatives, one parent representative, Vice Principal and one non teaching staff. The college follows all recruitment and service rules of the Government and the University. There are six qualified faculty members whose services are yet to be "provisionalised" and are serving without regular salary since a long time due to some Government Recruitment policy.

6.2.4. There are different committees and bodies such as Admission committee, Examination committee, Career counselling and guidance cell, women cell, grievance redressal cell. to conduct various activities in the college. Health Care Cell conducted awareness programme on tb, health check up and nutrition. The Health Care Cell can focus on woman related disorders like Bone Density, Anaemia, Thyroid, menopause and Menstrual problems and also Cancer detection. Disaster Management Cell has initiated some activities with Mock Drill. Women's Cell was started in 2015. Extension Education Cell is doing some activities in villages and schools.

6.3.1. All welfare measures given by the Government and the University are implemented.

6.3.5. Performance Appraisal System as per the UGC rules and Assam Directorate of Higher education, is not put in practice.

6.4.1. Internal Audit is conducted by the Auditor appointed by the Governing Body upto date. External Audit is yet to be made by the Government Auditor.

6.4.3. UGC Grants, Government Grants are the source of income. Salary component is met by the Government. MP-LAD Fund and WPT-BC Fund are useful as extra resources.

6.5.1. IQAC motivates the teachers to take up research projects and to pursue PhD. Started two value added courses for the overall development of the students. IQAC needs to be proactive in organising lectures by external experts and in organising seminars and conferences regularly.

6.5.5. Automated Admission has been introduced to ensure transparency in the admission process. Two 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. Construction of the college building is in process with aid from Government.

Criterion7 - Institutional Values and Best Practices (Key Indicator and Qualitative Metrics(QIM) in Criterion7)	
7.1	Institutional Values and Social Responsibilities
7.1.2 QIM	<p>1. Institution shows gender sensitivity in providing facilities such as:</p> <ol style="list-style-type: none"> 1. Safety and Security 2. Counselling 3. Common Room
7.1.5 QIM	<p>Waste Management steps including:</p> <ul style="list-style-type: none"> • Solid waste management • Liquid waste management • E-waste management
7.1.6 QIM	Rain water harvesting structures and utilization in the campus
7.1.7 QIM	<p>Green Practices</p> <ul style="list-style-type: none"> • Students, staff using <ol style="list-style-type: none"> a) Bicycles b) Public Transport c) Pedestrian friendly roads • Plastic-free campus • Paperless office • Green landscaping with trees and plants
7.1.18 QIM	Institution organizes national festivals and birth / death anniversaries of the great Indian personalities
7.1.19 QIM	The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions
7.2	Best Practices
7.2.1 QIM	Describe at least two institutional best practices (as per NAAC Format)
7.3	Institutional Distinctiveness
7.3.1 QIM	Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Qualitative analysis of Criterion 7

7.1.2.Anti sexual Harassment Cell and Anti ragging cell are in place. So far no cases had been reported. Women security guards are put on duty

Academic Counselling and Career Counselling are provided. But psychological personal Counselling for stress relief, pre marital counselling etc. may be initiated

There is a common room available.

7.1.5.Municipality helps the college in solid waste disposal. E-waste is sold to vendors.

7.1.6.Rain water harvesting structures are not made. But a natural way of water harvesting and recharge is happening through vegetation. Most of rain water percolates through soil. These arrangements maintain the ground water level.

7.1.7.65% of the students and some non teaching staff use Bi-cycles. Some use the public transport.

Students are advised to use minimum plastic. Solar plant is set up with Government support

Bulk SMS service is in practice for disseminating important directions to students. Notices and Circulars are put on the College Website. Communications are also shared through Whatsapp Groups. Correspondence with the University and Higher education Directorate are all through e-mails.

The college is housed in a green campus surrounded by wet land, paddy fields and the Gaurang river.

7.1.18. National festivals and birth and death anniversaries are observed. Local religious and social festivals are celebrated

7.1.19.Complete transparency is maintained in all official and academic matters by strictly following the office procedures. Regular financial Audit has cleared all financial matters. Examination marks are published on the Departmental notice Board and the corrected answer sheets are shown to the students for clarifications, if any. Admission is merit based and is online.

7.2.1 College has constituted "Extension Education Cell" for carrying out some services to the neighbourhood villages. The cell is in addition to the NSS unit and gives opportunity to non NSS students also to get involved in Social service. The cell has adopted school where they render necessary guidance and help in teaching. The Unit also conducts programmes for the economic empowerment of women in the village. They also try to sensitize the community about the importance of education.

7.3.1.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. The institution is trying to provide modern education in traditional environment. The College students belong to a multi cultural background from diverse social set up of Adivasi, Nepali, Bodo, Assamese and Bengali. The students perform all traditional art forms like Bagurumba Bodo Dance, Bihu dance, Rabh folk dance, Rajbongshi folk dance, Garo Dual folk dance, Bodo Fishing dance. The Uniform of the college is traditional Mekhla or Dokhona. The teachers also come in their traditional outfit. The institution also offers courses in all major languages spoken in the area.

Section III:OVERALL ANALYSISbased on Institutional strengths.Weaknesses,Opportunities & Challenges(SWOC)(up to 500 words)

Strength

Strength :

Students are bright, talented and smart. College **Library** has initiated **dedicated web services**. **Degree Courses in four languages** are offered.

Weakness:

Subject options available are **limited**. There is a **lack of vocational** and **job oriented courses**. Add on courses are just minimal. **Drop out rate** is **high**. There is **financial crunch** for institutional development. **Acute shortage of teachers** is felt. **Sports facilities** need attention. Very **limited intake of students** in many courses.

Opportunities :

Lot of **scope for meaningful women oriented extension activities** in surrounding villages. Can think of **inter disciplinary research projects in Languages**. There is opportunity for **Translaion work**.

Challenges:

Finding funds for development of infra strucure is difficult. **Attracting meritorious students** is tough. **Conducting Placement camps and activities** is not easy. **Teaching vernacular medium students and improving their standards** is a challenge.

Section IV: Recommendations for Quality Enhancement of the Institution

(Please limit to **ten major ones** and use telegraphic language) (It is not necessary to indicate all the ten bullets)

- Remedial classes and Bridge Courses may be conducted
- With five Language departments in the college a good Language Laboratory may be set up
- A few job oriented , subject related , short term Certificate courses like Cosmetology, Pre Primary Education Training, Anchoring an News Reading, Airhostess Training, Tailoring and Human Trafficking my be offered to help the students stand on their own feet.
- Research projects on tribal culture, Human Trafficking, and different tribal languages may be taken up. with external funding from UGC/University/ ICSSR/Dpartment of Culture etc.
- Interdisciplinary prgrammes may be thought of involving different Language departments getting collaboration of Sahitya Akademy
- Steps may be taken to increase the intake of students for the courses and to bring down the drop out rate.
- The college should explore diffeent special schemes of the UGC and MHRD to procure more funds for developmental activities.
- New job oriented courses like Journalism, Home Management and PG programmes in Bodo and Education after doing need analysis
- Outdoor sports facilities and participation may be improved. Yoga training may also be initiated
- IQAC may be reconstituted as per NAAC norms and proactively involve in quality initiative conducting seminar, conferences and workshops
- The College should participate in the Government's Skill India Programme
- Being college in the educationally and socially backward area, suitable schemes of UGC like Women Study Centre may be applied for

I have gone through the observations of the Peer Team as mentioned in this report

Signature of the Head of the Institution

Seal of the Institution

Sl.No	Name		Signature with date
1	MRS. P GEETHA	Chairperson	
2	DR. REKHA PANDE	Member Co-ordinator	
3	DR. MANJU JAIN	Member	
4	Mr. B.s. Ponmudiraj	NAAC Co - ordinator	

Place

Date

NAAC