



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

Part A	
<b>Data of the Institution</b>	
<b>1. Name of the Institution</b>	GIRLS' COLLEGE, KOKRAJHAR
Name of the head of the Institution	Dr. Azizur Rahman
Designation	Principal (in-charge)
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	+919401232071
Mobile no.	8473884640
Registered Email	iqac@gckokrajhar.ac.in
Alternate Email	gckprincipal90@gmail.com
Address	Girls' College, Kokrajhar, Narabari, PO & Dist- Kokrajhar, BTC, Assam
City/Town	Kokrajhar
State/UT	Assam
Pincode	783370

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Women			
Location		Rural			
Financial Status		state			
Name of the IQAC co-ordinator/Director		Neel Kr. Brahma			
Phone no/Alternate Phone no.		+919435026191			
Mobile no.		8133015387			
Registered Email		iqac@gckokrajhar.ac.in			
Alternate Email		neelbrahma70@gmail.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		<a href="https://gckokrajhar.ac.in/wp-content/uploads/2022/03/AQAR_2018-19.pdf">https://gckokrajhar.ac.in/wp-content/uploads/2022/03/AQAR_2018-19.pdf</a>			
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		<a href="https://gckokrajhar.ac.in/wp-content/uploads/2022/07/1.-Academic-Calendar-2019-20.pdf">https://gckokrajhar.ac.in/wp-content/uploads/2022/07/1.-Academic-Calendar-2019-20.pdf</a>			
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	C	1.83	2019	01-Apr-2019	31-Mar-2024
6. Date of Establishment of IQAC			19-Jan-2017		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC	Date & Duration		Number of participants/ beneficiaries		

Fit India Movement Week	02-Jan-2020 6	250
International women's day celebration	08-Mar-2019 1	100
World environment day	05-Jun-2019 1	20
International yoga day	21-Jun-2019 1	200
Targeted intervention cum Awareness programme	24-Sep-2019 1	200
Gandhi Jayanti	02-Oct-2019 1	120
Nari chetana and literary forum on feminism in Bodo literature	21-Oct-2019 1	200
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Deptt. of Education, Assam	Renovation of Girls' Common Room	DHE, Assam	2020 365	100000
<a href="#">View File</a>				

**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

5

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

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

? Mentoring ? Women Day Celebration ? Environmental Day ? Targeted Intervention

cum awareness programme ? Nari Chetana and Literary Forum on Feminism in Bodo Literature ? Awareness Programme on Mental Health ? International Yoga Day ? Fit India Movement Week

[View File](#)

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

Plan of Action	Achievements/Outcomes
To Install more ICT enabled classroom	Target Covered
To organise community based health programme	Covid19 awareness programme organised
To organize Faculty Development Programme for teaching staff	FDP organised in collaboration with Gauhati University
Signing of MoUs for student and faculty exchange programmes	MoU signed
Signing of MoU with feeder institution for quality intake in the college	MoU signed
<a href="#">View File</a>	

**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
Governing Body of College	08-Oct-2021

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

No

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2020

Date of Submission

24-Jun-2020

**17. Does the Institution have Management Information System ?**

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

The institution has ERP (Enterprise Resource Planning) for documentation of Academic Information with module that includes Teaching Plans, Faculty Profiles, Online Application, Students Profile Management, Report Generation, Routine Fee Payment Collection, Details

## Part B

**CRITERION I – CURRICULAR ASPECTS****1.1 – Curriculum Planning and Implementation**

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

The College delivers the syllabus prescribed by the affiliating university in a planned manner. Each year a meeting of HoDs is convened by the Principal at the beginning of every academic calendar year to evaluate the achievements & failures of the past year and fresh planning are chalked out for the upcoming new academic calendar year. Lesson plans are prepared by the faculties for each subject well in advance at the beginning of each semester. Time tables are prepared on the basis of papers allotted to each faculty. On the basis of Lesson plan and Time table, the faculties deliver the lectures. Sessional Tests are conducted once in a semester. The question papers are prepared as well tests are conducted as per the examination pattern of affiliating University. For the effective curriculum delivery, PPT Classes are taken using LCD for practical knowledge of the subjects.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	Nil	Nil	0	Nil	Nil

**1.2 – Academic Flexibility**

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Nil	01/08/2019

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

	Certificate	Diploma Course
Number of Students	0	0

**1.3 – Curriculum Enrichment**

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Nil	Nil	0
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field
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		Projects / Internships
BA	A field report on Chakrashila Wildlife Sanctuary	13
BA	A field report on Manas Maozigendri Ecotourism Society with special reference to its Tourism Facilities and Services	6
<a href="#">View File</a>		

## 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	No
Teachers	No
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>The Parent-Teacher meet was organised on 17th August/2029 where views and suggestions regarding curricular and other aspects were obtained from the parents. One member from parents are included as member of the Governing Body of the college, where they get ample opportunities for expressing their feedback as well as suggestions. In the session 2019-20 Parents-Teacher meeting majority of the Parents expressed their satisfaction and thanked the college for creating and sustaining quality education in the institution. The Alumni Association organises meetings to discuss and review the facilities and functioning of the college. During 2019-20 session's meeting, Alumni-Teachers discussed regarding the accreditation of college by NAAC with grade-c. The alumni suggested for sustenance and improvement of quality education for the students.</p>

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Nil	300	540	220
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### 2.2 – Catering to Student Diversity

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

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

2019	220	0	17	0	17
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## 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
17	0	2	2	0	1
No file uploaded.					
No file uploaded.					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Student mentoring is an important part of the curricular activities of the institution. The Mentoring is done department wise. The students are divided into groups and allotted to the teachers in the ratio of 1:12. The teachers maintain a close relationship with the students, meeting them regularly during the tutorial sessions every week both individually and in groups. The tutors advise the students on academic and personal matters, and maintain a close watch over the progress of each student. The tutors motivate the students and guide them towards areas where they can excel in accordance with their potential and aptitude, and thereby ensure their holistic development. Students are engaged in extension activities through the activities of the NSS. Students are taken to adopted school to deliver lecture on various contemporary topics for practical learning and to motivate the students of the school. Some department invite members of the alumni who have excelled in different fields of employment as resource persons to motivate the students and give them guidance in choosing career options.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
220	17	1:13

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
18	17	1	0	7

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

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

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	BA	Semester	20/10/2020	05/12/2020

No file uploaded.

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

Institution has continuous internal evaluation system and accordingly one internal sessional test is conducted per semester for 20 marks each with a break-up of marks (Internal-10, Assignment-6, Attendance-4) which is considered for Internal Assessment Marks as per the affiliating University Examination system. The dates for internal sessional test are followed according to the Academic Calendar published by the affiliating university at the beginning of each year. Students who miss the internal exams for valid reasons i.e. engaged in other activities like Sports, NSS and cultural activities are given the chance to appear for special tests to make up for their possible absence during the internal exams. Oral exams and viva voce are conducted as part of these measures in some of the end semesters. Efforts are made to improve the performance of low scorers conducting retests.

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

The college follows the Academic Calendar of affiliating University each year for conduct of examinations and evaluation work. The college also prepares Academic Calendar of its own each year in conjunction with Academic Calendar of affiliating university. The calendar also indicates the special dates observed in the curriculum for the observation of programmes like Environment Day, sports and cultural activities, and days of National and International significance.

## 2.6 – Student Performance and Learning Outcomes

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

<https://gckokrajhar.ac.in/gauhati-university-cbcs/>

### 2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BA	BA	Nil	225	142	63.11

No file uploaded.

## 2.7 – Student Satisfaction Survey

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

<https://docs.google.com/spreadsheets/d/1qGwVJiSw13SfZAGXH6Auxh22IUyiDJNk/edit?usp=sharing&oid=113709701982952560738&rtpof=true&sd=true>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

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

No file uploaded.



### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Nil	Nil	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nil	Nil
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
N/A	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
Nil	Nil	0	0
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Economics	1
Education	1
Hindi	1
Political Science	1
<a href="#">View File</a>	

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

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

No file uploaded.

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nil	0	0	Nil
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Presented papers	6	11	0	0
Attended/Seminars/Workshops	2	23	0	0
<a href="#">View File</a>				

### 3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Awareness of World Environment Day	NSS in collaboration with South Narabari adopted Village Community	2	30
Birth Day of Mahatma Gandhi	NSS in collaboration with South Narabari adopted Village Community	2	250
Constitution Day	NSS in collaboration with South Narabari adopted Village Community	2	250
Awareness of Covid-19	NSS in collaboration with South Narabari adopted Village Community	2	15
Rastriya Ekta Divas	NSS in collaboration with South Narabari adopted Village Community	2	30
<a href="#">View File</a>			

#### 3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies

during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	Nil	Nil	0
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Nil	Nil	Nil	0	0
No file uploaded.				

### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Nil	Nil	Nil	0
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Nil	Nil	Nil	0
No file uploaded.			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
46.45	44.8
0.53	0.3

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
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Others	Newly Added
<a href="#">View File</a>	

#### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL 2.0	Fully	FE	2009

##### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	14237	0	0	21964	14237	21964
e-Journals	6500	5900	0	5900	6500	11800
Journals	8	0	1	21964	9	21964
<a href="#">View File</a>						

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	Nil	Nil	Nil
No file uploaded.			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	37	0	1	1	21	2	10	30	4
Added	0	0	0	0	0	1	0	0	1
Total	37	0	1	1	21	3	10	30	5

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

30 MBPS/ GBPS
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##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Moodle	<a href="https://192.168.1.2/moodle">https://192.168.1.2/moodle</a>

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on	Expenditure incurred on	Assigned budget on	Expenditure incurred on
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academic facilities	maintenance of academic facilities	physical facilities	maintenance of physical facilities
1.53	0.92	330321	330321

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

**Physical facilities:** The construction committee of the college headed by the Principal looks after the development, maintenance and utilization of the College physical facilities. A 70 bedded girl's hostel is completed and functional since 2016. For maintenance of a clean campus environment, grade IV staffs along with the contractual staff are assigned to various jobs and duties - cleaning of all rooms, corridors, toilets, compound, etc on regular basis. Skilled workers are hired for repair works relating to buildings, furniture, etc. The Teaching Faculty with students also clean the campus occasionally under Swachh Bharat mission after class. NSS unit has also taken initiative for cleanliness drives on and around the campus. College Laboratories : There are two laboratories in the College- The ICT Hub: It is mainly used for access to the e-resources that has been subscribed by the college students. The college offers proficiency programmes in information technology. Short term computer courses are organized for students, teaching faculty and staff from time to time. The College Information and Communication Technology Committee (ICTC) is responsible for maintenance and functioning of the lab. The Education laboratory is maintained by Education department. The lab is used as part of the under graduate Library: The Library Advisory Committee with the Principal as the chairperson and librarian as member secretary along with two senior faculties tackle all issues relating to the smooth and efficient functioning of the library. At the time of admission students are issued library cards which will be valid till their final semester. Internet facility is provided in the library and students can access the facility for availing e-resources and other web based information. Photostat facility is also available in the library at nominal rates. The library is under CCTV surveillance. The library working area with power backup facilities. Sports complex (indoor and outdoor): The College has a standard ground including whereoutdoors sports activities are held. The college also has an under construction indoor stadium for badminton, table tennis etc. The principal of the College is in-charge of the sports complex and equipments. He supervises Grade IV staff assigned for maintenance and repair works. Computers: The IQAC along with librarian is responsible for the maintenance of computers and smooth functioning of the network facilities in the College. They also look into the College website, up-gradation, biometric services, procurement of hardware and software and other items related to computers. Classrooms: Some classrooms are equipped with the required teaching audio visual aids to supplement the teaching-learning process. Seminars, workshops, lecture sessions are also conducted in these rooms. Checking of fans, teaching aids etc in the classroom are done regularly. Canteen: A student friendly canteen is run by the college . Hygienic food is made available at affordable rates. The canteen is open on all working days.

<https://gckokrajhar.ac.in/aqar/procedures-and-policies-for-maintaining-and-utilizing-physical-academic-and-support-facilities/>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	0	0

<b>Financial Support from Other Sources</b>			
a) National	Post Matric Scholarship to ST/SC/OBC/Minority	330	0
b) International	Nil	0	0
<a href="#">View File</a>			

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Yoga	04/11/2019	40	Yoga Instructor
Mentoring	05/08/2019	220	Teachers of the College
<a href="#">View File</a>			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Career Guidance Programme of Frankfinn Institute of Air Hostess Training, Aviation training institute, Guwahati, Assam.	0	250	0	0
2020	Career Guidance Programme of Frankfinn Institute of Air Hostess Training, Aviation training institute, Guwahati, Assam.	0	200	0	0
<a href="#">View File</a>					

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

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

## 5.2 – Student Progression

### 5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	0	0	Nil	0	0
No file uploaded.					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	26	BA	Arts	Gauhati University, Bodoland University, IGNOU, Kokrajhar Govt. College Campus	MA
<a href="#">View File</a>					

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

Items	Number of students selected/ qualifying
NET	2
<a href="#">View File</a>	

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

Activity	Level	Number of Participants
Tug of War	College Level	24
Kabaddi	College Level	48
Javelin Throw	College Level	15
Discus Throw	College Level	15
Shot put	College Level	15
Marathon	College Level	20
400 mtr Relay Race	College Level	20
100 mtr Race	College Level	25
High Jump	College Level	35
Long Jump	College Level	35
<a href="#">View File</a>		

## 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Nil	National	Nil	Nil	Nil	Nil
2020	Nil	International	Nil	Nil	Nil	Nil

No file uploaded.

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

The college conducts election to Students' Union Body for every academic year. The Students' Union Body organises programmes of events as per the academic calendar in the college. The Union Body comprises 14 executive members headed by the President/ Principal. In addition each section has two teacher in charge. The Union Body Secretaries organise the curricular and extra-curricular activities in the college. The teachers in charge ensure the implementation of the activities envisaged in the academic calendar annually. The NSS unit of the college have student members who are engaged in activities of the unit. The college has other cells like those for Grievance Redressal, Anti Ragging, Women Cell, Career Counselling Cell, Extension Education Cell, health Care Cell. These cells organize different programmes of events from time to time wherein students take active participation. The college union Body coordinates the participation of students in the literary and cultural events organised by the College and at inter- College levels. The NSS volunteers participate actively in the activities organised by the college in the adopted village.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

139

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

General Body Meeting : 23/11/2019

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

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

The college functions under the supervision of the Governing Body. Different committees are formed with the approval of the Governing Body of the college. These committees are responsible for the management of the respective cells. The Academic Committee of the college takes responsibility of smooth running of the academic activities of the college. This committee consists of the Head of all Academic departments. Moreover, this committee also manages the academic



affairs of the students including attendance records and internal evaluation. Apart from that, all the departments of the college have Departmental Academic Committees which takes all decisions regarding the academic and other concerns of the department.

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

Partial

## 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Human Resource Management	Time bound filling up of vacant posts will be attempted, although the state government plays a bigger role in this respect. Adequate staff on contract will be engaged. Regular training and orientation programmes for non-teaching staff will be held.
Research and Development	The faculty of the college are actively involved in various research works that include publication and seminar presentation at national and international level. Some of the faculties authored book of their subject domain. Various departments of the College have carried out different academic activities like workshops for their students. Some of the departments have also incorporated project works for students as a part of the syllabus.
Examination and Evaluation	It is utmost necessary to assess the continuous progress of the students, examinations are conducted both during and at the end of every semester. The semester end examinations are conducted by the Gauhati University and Bodoland University. Sessional/Internal Assessments are conducted by the college as per the prescribed norms. All the teachers are involved in the process of conducting examinations and evaluation. Evaluation includes checking of semester end examination scripts, sessional/internal assessments, assignments, practical etc.
Teaching and Learning	In every academic session the college prepares academic calendar taking into consideration the university calendar and plan to execute the curriculum in an effective manner. The academic calendar is published in the college website. The time table outlays all aspects of curriculum, viz theory, practical and tutorial classes. All the

	<p>departments are instructed to conduct remedial classes whenever required. As part of teaching learning process, records of assignments, seminars, tutorials, tests etc. are maintained by the concerned departments. Departments also take students for field trips and projects as per the requirement of the curriculum</p>
Admission of Students	<p>In every academic session an admission committee is formed to carry out the admission process. A detailed prospectus is prepared where admission related information is given. The admission related information is notified in the College Website and display hoardings in the different corners of the town as well as various villages. Aspiring students submit their applications online and after careful scrutiny by teachers a merit list is prepared based on which, the students are admitted. The admission is done following government norms and regulations.</p>
Library, ICT and Physical Infrastructure / Instrumentation	<p>The college has a resourceful central library. The library has 14276 text books and reference books. The library has access to the NLIST which is available both for teachers and students. The library is fully automated and the library has dedicated website where the students can access large numbers of e-resources, Examination question papers and study materials from their home.</p>

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

E-governance area	Details
Administration	<p>The College authority conveys all the necessary information and notices pertaining to administration only through the official college website and various WhatsApp groups. This has helped to achieve the goal of paperless office and saving of time. The college also uploads all the notices regarding call for tenders and advertisements for recruitment of various posts in the college.</p>
Examination	<p>Online Examination form fill up has been initiated. Internal assessment scores are managed through online platform. Final results are declared online and mark-sheet and certificate can be downloaded</p>

**Student Admission and Support**

All information pertaining to admission process is published in the college website. Application for admission to the college was done through online mode only to make the admission process convenient and hassle free. The IQAC conducts students' feedback on various aspects of teaching learning process through online mode.

**6.3 – Faculty Empowerment Strategies**

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	NA	NA	NA	0
2019	NA	NA	NA	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	Two weeks faculty de velopment program on Research M ethodology	NA	17/02/2020	01/03/2020	124	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
FDP, Department of English, Bodoland University	4	11/09/2019	21/09/2019	11
FDP on research methodology	19	17/02/2020	01/03/2020	14
FDP	15	13/01/2020	17/01/2020	7

Electronics ICT  
Academes,  
Ministry of  
Electronics and  
Information  
Technology  
(MeitY), Govt.  
of India

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
17	17	11	11

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
NA	NA	Students Aid Fund

## 6.4 – Financial Management and Resource Mobilization

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

The College is a public institution and hence it is committed to financial transparency. An efficient and sound financial management system is in place to manage the financial resources both for academic and administrative purposes. Accounts are audited by internal auditor and endorsed by Chartered Accountant every year. The college has applied for Govt Audit but yet to be materialized.

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

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

0
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## 6.5 – Internal Quality Assurance System

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

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

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

The college does not have Parent Teacher Association. All the departments hold PTM regularly. Besides, parent representative form a part of the college Governing Body, the apex policy making authority of the college.

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

Training on Office Automation by qwertcorp software firm

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

1. More ICT enabled class room 2. Taken care of the dropped out students 3. Adoption of schools is increased

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Rashtriya Ekta Divas	31/10/2019	31/10/2019	31/10/2019	200
2019	Observance of World Environment Day	30/08/2019	30/08/2019	30/08/2019	200
2019	Observance of Constitution Day	26/11/2019	26/11/2019	26/11/2019	200
2020	Covid-19 awareness programme in adopted village	19/03/2020	19/03/2019	19/03/2019	20
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**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 – Institutional Values and Social Responsibilities**

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Keeping of Sanitary Pad in the First Aid box of students common room	01/08/2019	01/08/2019	500	0
Awareness lecture on women hygiene	01/09/2019	01/09/2019	200	0

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

Percentage of power requirement of the University met by the renewable energy sources

1. The college replaced all CFL lights with LED lights. 2. The newly constructed buildings are more natural light dependent.

## 7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	5

## 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	Nil	1	05/06/2019	1	Tree plantation to adopted village	Environment Preservation	30
2020	Nil	1	14/03/2020	1	College Book Fair	To promote reading, writing and publishing	300
2020	Nil	1	14/04/2020	1	Relief distribution	To give some essential commodities to the covid-19 affected adopted village	5
2019	Nil	1	02/10/2019	1	Gandhi Jayanti	Tribute to father of Nation	300
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## 7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
College Prospectus	24/05/2019	The college Prospectus contains all the relevant information about the vision, mission and code of conduct for the students. The staff follow the code of conduct furnished by the Directorate of Higher education, Assam time to time.

## 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
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Book Fair	14/03/2020	14/03/2020	300
International Womens Day	08/03/2020	08/03/2020	50
Gandhi Jayanti	02/10/2020	02/10/2020	20
International Yoga Day	21/06/2019	21/06/2019	30
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Plantation drive continues within and outside the campus. 2. LED Bulbs have been used to replace tubes. 3. Minimum use of Plastic products. 4. Water conservation initiative has been taken. 5. The college use maximum online communication mode to circulate the office correspondence to reduce the paper consumption.

## 7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

The institution gives much emphasis to extension activities that help the students imbibe lessons for life, lessons beyond the textbook and the class room which can make an impactful change in the world

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

<https://gckokrajhar.ac.in/college-best-practices/>

## 7.3 – Institutional Distinctiveness

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

Girls College, Kokrajhar was established with a view to providing quality higher education to the girls of the then undivided Kokrajhar and nearby villages in 1990. Presently it provides undergraduate education in 10 departments in Arts. This college has also applied for Post Graduate course in Bodo and Assamese. The mission to educate the female students of this remote region of the country has been quite successful in terms of the number of girls receiving undergraduate education. Special care has been taken to attract students from underprivileged groups such as Scheduled Tribes, Backward Communities, and Minority Communities. The College adopted the concept of travel and learn for their students and arrange excursion to students every year.

Provide the weblink of the institution

<https://gckokrajhar.ac.in/institutional-distinctiveness/>

## 8.Future Plans of Actions for Next Academic Year

The Plans of Action for the year 2020 -21 will focus largely on the thrust on quality enhancement and delivery of value based education will continue in keeping with the vision and mission of the institution. The proposed plan of action includes:- 1. To upgrade the existing infrastructure facilities available in the campus for effective teaching - learning activities. 2. To organise training sessions to equip the teaching staff, non-teaching staff and the students to meet the demands and challenges of Covid -19 pandemic situations. 3. To extend academic and personal counselling to students affected by the Covid-19 pandemic crisis and devise ways and means to support psychologically. 4. To introduce value added course such as Self Defence for the students. 5. To

organise short term courses, webinars and workshops in various disciplines involving the participation of faculties from different colleges. 6. To organise more Career Counselling sessions to bring awareness for the students of various job opportunities. 7. To enhance the involvement of the alumni members in the sustenance effort of quality education. 8. To increase community based activities through NSS.