SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

DEVICHARAN BARUA GIRLS COLLEGE

K. K. BAROOAH ROAD, TARAJAN
785001
www.dcbgirlscollegejorhat.org

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Devicharan Barua Girls' college, the first women's college in upper Assam is situated in Jorhat District of Assam. Jorhat is approximately at a distance of about 360 KM by roadway from Guwahati. It is also connected through railways and airways. Starting with enrolment of only 56 students and 12 teachers in 1955, the college has now been blossomed with an enrolment of 1562 students in degree (Arts & Science) and PGDCA. Over the year the college has produced many illustrious women personality in various walks of life. The college was accredited with B grade in 2004 and later re accredited with A grade 2011. The college is afiiliated to Assam Higher secondary Education Council for Higher Secondary level and Dibrugarh university for Degree and PGDCA programmes.

Keeping in tune with the above vision and mission , the college has been striving to spread women education and to empower women in all aspects. Besides pertaining to produce graduate in arts and science, the college also aims at identifying and developing the inner talents and qualities of the students and women of rural neighbourhood by providing various training, certificate coursed and workshops.

Vision

      To provides higher education to the women folk of Jorhat and its rural neighbourhood by inculcating their innate talents and qualities and unfolding their potentialities through curricular and extra- curricular activities.

Mission

      Empowerment of women in all aspects so as to make them fit to compete with their male counterparts in the new world order.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- The DCB Girls' college is a premier women's college in upper Assam and the second of its kind in the whole of Assam.
- The college is not only provides higher education to the girls' students, but also tries to unfold the potentialities of both students and women folk of the neighbouring areas to empower women in all aspects.
- For this, the institution organises various workshops training and extension programmes.
- Besides , these the college runs a number of certificate courses from time to time to develop the innate talents and qualities of students.

- The college has two stream-science and arts for degree course and one PGDCA course.
- The end semester result of the college is always better than the average result of the affiliating university.
- NCC,NSS and Women's studies cell of the college are incessantly trying to inculcate the sense of social responsibility among the students through their extension activities.
- The college has an in campus hostel which accommodate 150 students.
- The library of the college can boost a sizeable collection of Books, Journal, Magazines, News Papers, E-Journals etc.
- ICT enabled academic infrastructure and well equipped laboratories.

Institutional Weakness

- Due to locational disadvantage the college faces difficulties to collaborate with big firms and industries to carry out career oriented training programmes and field visit.
- Although the Alumni Association is a part and parcel of all development activities of the college, yet its financial support is still very weak component to the funding levels of such organisation in technical institution.
- A related weakness is the limited amount of college fund to provide financial assistance to the teaching staff for attending workshops, seminars, conferences etc.
- Another weakness is the absence of a formal academic outcome measure. Therefore, a number of indirect measures are adopted by the college to trace the academic success of the students.
- The college has to spend an enormous amount of money on field visits. Most of the department have to take students to distant areas to provide hands – on experience on the subjects taught in classes.
- As there is a time lag between the retirement of a teacher and appointment of a new teachers, the college has to spend a sizeable amount of money appoint part time teachers and guest lecture for academic continuity.

Institutional Opportunity

- Geographical location on the other hand provides the college numerous opportunities to communicate its vision and mission.
- The college takes numbers of programmes every year to empower women of the neighbouring areas.
- Locational advantages also provides opportunities to develop and identify the talents of not only the students of the college , but also of the girls students of the neighbouring schools.
- The college takes various programme to popularise Science, Maths and English in the schools due to its locational advantages.
- Moreover the college can reap the benefit by inviting experts from various fields to deliver talk on relevant topics due to its proximity to a number of higher educational institution and research centres like Assam Agricultural University, Jorhat Engineering College, Toklai Experimental Station., NEIST etc.
- As majority of the students come from semi-urban background, the college provides a forward linkage for their upgradation.

Institutional Challenge

- The increasing demand for skill-based and vocational courses may act as threat to the college.
- Being a provincialised college, the college has certain limitation to open a course on trending subjects.
- Moreover there is a threat of decreasing enrolment rate in near future as private Universities are growing up in the neighbouring areas and there is a growing weakness among the students as well as guardians for private institution.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

DCB Girls' College, Jorhat is affiliated under Dibrugarh University and hence the curriculum followed by the college is designed by the University. An intricate pattern is adopted in planning and implementation of the curriculum. Even though the institution is not at the liberty to design the curriculum for the Undergraduate courses, but it plansand designs the curriculum of the certificate courses which accounts to 28.57% of all the courses and programmes offered for enhancing skill development and employability of the students.

About 5.15% of fulltime teachers of the college represents the college in the Board of Studies of the university and other academic bodies of other colleges.

The institution caters in inculcating moral values among its students by imparting additional inputs like yoga, meditation, moral ethicsetc. Measures are also adopted to create a positive civic sense among the students.

To make the curriculum more interesting and effective, field trips and excursions are held regularly by the concerned departments. The students, teachers, alumni, employees and parents are also very much involved in the process of proper implementation of the course curriculum through their feedback efforts. As based on student's feedback on curriculum it is seen that although in the initial years the students were dissatisfied with the process and number of books issued by the library. However, during the last two years of the assessment period 90% of themare happy with the curriculum.

Teaching-learning and Evaluation

The Teaching, Learning and Evaluation Cell of the college tries to cater to the various needs of the students. It takes specific strategies to improve the slow learners and to encourage the advanced learners.

The college practices effective teaching learning process which strives to motivate and engage all the students in the entire process. It also includes problem solving methodologies in the teaching programmes which help a student to understand a problem and to reach a solution. The respective mentors of the students provide personal as well as professional counseling to the students for their all-round development.

The college has introduced a number of innovative methods in teaching learning like introduction to "Earn while you learn" programme, display of "Thought for the day", holding of interaction programmes with students from other colleges, introduction of life-skill programmes etc. to enhance the quality of education and grasping capacity of the students.

The college takes utmost precautions to make internal assessments transparent and robust. The two sessional examinations are conducted centrally. The marks of the internal evaluation are displayed by each department in

the departmental notice boards, so that students can raise any grievances related to the evaluation and get them resolved. In case of any grievance related to external examination the college provides all sorts of assistance and guidance for its redressal.

At present the college has 55 full time teachers, 3 part time teachers, 3 temporary teachers and 8 guest lecturers out of which 15% of teachers use ICT for effective teaching.

Research, Innovations and Extension

The Research, Innovation and Extension Cell (IQAC) of the College tries its best to create a favourable environment for research and innovation in the college and to extend the knowledge gathered thereby to the nearby areas for their fruitful utilization. Dr. Dilip Bora , Associate professor , Deptt. of Chemistry, has been able to get the patent of his research work from the international authority. Rs. 18.8 Lakhs were received during the last five years from the external source (UGC) for research work. In order to enhance employability of the students, the college offers certificate courses in such subjects which have demand in the present economy. For example , Customer care and Front Office Management, Skin and Hair-care etc. The faculty of the college excels in research paper publication as average 21.2 numbers of research papers were published annually in various national and international journals during the last five years. A good many number of teachers of the college are excellent writers . They have written several books and contributed articles to the edited books. Average 13.6 numbers of Books/ Chapters in edited books were published annually during the last five years. The college does not lack behind in extension activities. The college promotes a well knit neighborhood community network in which students actively participate. The focus areas of the extension activities of the college are Gender Empowerment, Environmental Protection, Cleanliness, Political Awareness , Health Consciousness, Socio-economic and Cultural Studies. Besides the various departments of the college, NSS unit, NCC unit and the Science Forum also organize extension activities. The Extension activities have brought laurels to the college as they were recognized and awarded by the government on several occasions.

Infrastructure and Learning Resources

D.C.B college has been trying its best for optimum utilization of its land resource to provide and develop infrastructure and learning resources for the teaching learning programme keeping in view the increased number of students over the years. The old horizontal buildings have almost been demolished and the buildings have been developing vertically utilising the grants received from various sources. At present the college has 26 class rooms, 16 laboratories, 1 central library, 16 departmental rooms for providing teaching learning to the students. The college has been trying its best to expand the land resource by utilizing its surplus fund in several heads. The college purchased two plots of attached land of about 11520 sqft in 2002 and 2005. In 2017-18 the college has purchased another plot of attached land with an Assam type building of 5764 sqft by utilizing its surplus fund. The college is trying its best to provide maximum facility to the students and for the growth of academic pursuit by utilizing its optimum resources. At present the college provides student's common room, student's union office, seminar hall, auditorium, conference hall, minimum requirement of toilet facility, drinking water facility etc. Electrics lines with 60 KVA transformer inside the college campus is setup for power supply. To combat the load shedding a total no. of 4 generators of 65 KVA in total have been installed inside the college campus and also a solar system of 25 KVA in total is available in the campus. The central library of the college is a rich one which has a comprehensive number of collections of over 26000 books on a wide range of subject, encyclopedia, current journals, magazines, rare collection etc. At present the college has setup 9 number of ICT class rooms, a single number of language lab and a virtual class room

keeping in view the need of the hour.

The college campus is under the surveillance of CCTV cameras fitted with in different directions and the administration is monitored by the CCTV cameras.

Student Support and Progression

The college has an effective student support and progression system comprising academic, co-curricular, Career counselling, scholarships etc. Approximately 37.34 percent of students from our institution have been benefited by scholarship and freeships provided by the government and 21.34 percent of students have been benefitted from the scholarships provided by the institution during the last five years.

The college offers capability enhancement and development schemes for competitive examinations, career counselling, Soft skill development, Yoga and meditation as well as Personal counselling. About 11.18 percent of student were benefitted by various competitive examination and counselling programmes and 17.35 percent from Vocational Education and Training (VET) offered by the college during the last five years.

The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases.

The placement record of the outgoing students is at 4.05 percent during the last five years and 20.04 percent of previous graduating year have progressed to higher education. Being an undergraduate institution, it keeps record of the successful students in various state/national/international level examinations.

The students also take active participation in various sports/cultural activities at national/ international level and seven students were awarded at national level for their outstanding performance in various fields. The college has an active student council which is formed every year and they actively participate in academic and administrative activities.

Alumni association plays an important role in the progression and development of the institution. During the last five years, the alumni have contributed around 4 lakhs to the college. Their involvement is expected to rise further as they have chalked out numerous programs to be carried out for the well-being of the institution.

Governance, Leadership and Management

D.C.B Girls' College is a premier institution for women education in Assam. The vision and mission of the institution is to empower women by providing quality higher education to the women of Jorhat and its neighboring areas.

The vision and mission of the college is reflected through the nature of governance of the institution in which participation of all the stakeholders is ensured.

A proper planning is followed for different activities to be conducted by the institution..

E-governance has been implemented in various areas such as planning, administration, student support and

examination.

The college has various welfare schemes for its employees.

The college organizes seminars, workshop, guest lectures, computer training programmes for the professional development of the teaching and non-teaching staff. The authority also encourages the staff and the students to attend such programs outside.

Besides these, the authority takes initiatives to access the performance of the teaching and non-teaching staff through various means so that the staff can improve quality.

The college maintains transparency for all its financial transaction. The fund generated from various sources and its utilization are audited regularly through internal as well as external agencies.

The IQAC which was established in 2004 works continuously for quality sustenance and enhancement of the college.

The institution takes initiatives to review the performances of the teachers and takes measures for teaching learning reforms, apart from following mandatory internal assessment processes.

The IQAC arranges different programmes for promoting quality culture of the institution. It also suggests and helps the departments and various bodies to arrange such programs.

The IQAC prepares Annual Quality Assurance Report (AQAR) regularly.

The IQAC has adopted various quality initiatives since the last accreditation for quality enhancement of the institution.

Institutional Values and Best Practices

DCB Girls' college is a pioneer of women education in upper Assam. As a Girls' College, the institution is very sensitive to the safety and security of the students, highly concerned about the academic and psychological well being of the learners, and values the comfort level of its pupils. The college shows environment friendly practices by constructing incinerator and through proper disposal of e-waste. The differently abled friendliness measures include wheelchair, ramp, Braille, rest room and scribes for examination. The college organises different programmes to instil among the students certain values like harmony, peaceful co-existence and national integration. The institution celebrates national festivals, the birth and death anniversaries of national personalities as well as renowned personalities of the State. Use of Computerised Voting Machine in Students' Election and Promotion of Moral value are the two noteworthy best practices. The institution maintains its distinctiveness by disseminating education not only to the students of the college but also to the students of different neighbouring schools. The faculty members of the college realise the necessity of imparting knowledge not only in the college campus but also in the neighbouring schools to empower future generation and for the development of the society as a whole.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	DEVICHARAN BARUA GIRLS COLLEGE
Address	K. K. Barooah Road, Tarajan
City	JORHAT
State	Assam
Pin	785001
Website	www.dcbgirlscollegejorhat.org

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	Jinamoni Bhuyan	0376-2371031	9435092144	-	devicharan1@yahoo.com
IQAC / CIQA coordinator	Subhash Chandra Das	-	8638487019	-	subhashdas2010@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	For Women
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	01-08-1955

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Assam	Dibrugarh University	View Document

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	01-08-1963	View Document
12B of UGC	01-08-1963	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

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	K. K. Barooah Road, Tarajan	Urban	2.47	4657

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,English	36	Higher Secondary	English	70	63
UG	BA,Assamese	36	Higher Secondary	Assamese	75	69
UG	BA,Political Science	36	Higher Secondary	English,Assamese	75	66
UG	BA,Education	36	Higher Secondary	English + Assamese	70	57
UG	BA,Philosophy	36	Higher Secondary	English + Assamese	60	47
UG	BA,Geography	36	Higher Secondary	English + Assamese	40	39
UG	BA,Economics	36	Higher Secondary	English + Assamese	50	38
UG	BA,History	36	Higher Secondary	English + Assamese	50	49
UG	BA,Sanskrit	36	Higher Secondary	English + Assamese	10	0
UG	BA,Bengali	36	Higher Secondary	Bengali	10	1
UG	BSc,Computer Science	36	Higher Secondary	English	30	0
UG	BSc,Physics	36	Higher Secondary	English	35	12

UG	BSc,Chemistry	36	Higher Secondary	English	35	19
UG	BSc,Mathematics	36	Higher Secondary	English	30	12
UG	BSc,Zoology	36	Higher Secondary	English	45	32
UG	BSc,Botany	36	Higher Secondary	English	45	26
PG Diploma recognised by statutory authority including university	PG Diploma, Computer Science	12	Graduate	English	20	16

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				35				31
Recruited	0	0	0	0	15	20	0	35	5	15	0	20
Yet to Recruit				0				0				11
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				14
Recruited	0	0	0	0	0	0	0	0	3	11	0	14
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				16
Recruited	12	4	0	16
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				5
Recruited	4	1	0	5
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				1
Recruited	1	0	0	1
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	8	8	0	1	5	0	22
M.Phil.	0	0	0	1	3	0	1	7	0	12
PG	0	0	0	5	8	0	3	5	0	21

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
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	2	1	0	3

Part Time Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
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	0	3	0	3

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	1	7	0	8

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	1548	14	0	0	1562
	Others	0	0	0	0	0
PG Diploma recognised by statutory authority including university	Male	0	0	0	0	0
	Female	16	0	0	0	16
	Others	0	0	0	0	0
Certificate / Awareness	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	97	106	86	71
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	103	95	84	65
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	440	639	522	480
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	922	773	846	856
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1562	1613	1538	1472

3. Extended Profile

3.1 Program

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

Response: 270

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
15	14	14	14	14

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1562	1613	1538	1712	1451

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
276	276	276	276	276

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
468	417	404	431	521

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
55	57	58	59	63

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
66	68	68	68	68

File Description	Document
Institutional Data in Prescribed Format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 43

Number of computers

Response: 109

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

2017-18	2016-17	2015-16	2014-15	2013-14
133.24275	122.95252	139.20192	202.51876	152.11643

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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:

DCB Girls' College, a premiere institution of Higher education for women is affiliated to Dibrugarh University. Being an affiliated college, the entire course curriculum for degree programme is designed by the University while for certificate courses it is designed by the institution. The planning and documentation is done accordingly;

Planning

1. **Academic Council** – The Academic council of the college comprising of the Principal, Vice Principal and Head of the Departments(HoDs) decides about the various academic and the non-academic programmes to be carried out in each semester. The HoDs disseminates the information in the departments and plans for all the activities.

   2. **Annual Prospectus** – Information about the admission process and courses offered are disseminated through the prospectus, which incorporates all the courses offered as well as the admission procedure. It is prepared by a committee of academicians of the college.

1. **Preparation of Academic Calendar** – The schedule for the entire year is prepared in the academic calendar. The plan for all the academic activities is divided into two semesters and likewise the programs are chalked out accordingly.
2. **Lesson and Teaching Plan** – All the faculty members of the concerned departments prepare the lesson and teaching plan well ahead of the session. The classes are allotted in the time-table in accordance with the syllabus.
3. **Teachers Diary –** The faculty members maintain a teacher's diary in which the courses taught each day is documented.
4. **Assignments –** The students are consistently evaluated by allotting assignments at the end of completion of each unit to measure their learning outcomes.
5. **Class Test** – Regular class tests are conducted at the completion of each unit by the concerned faculty. Surprise tests are also arranged from time to time.
6. **Feedback of the Members of Board of Study (BOS) of the Affiliated University** - The faculty of the college belonging to the BOS collects the anomalies if any, in the courses and suggests rectification in the preparation of the syllabus in future.

Implementation

1. **Guest Lecture:** Guests lectures delivered by eminent educationist provides additional information

on a topic.

2. **Student Friendly Infrastructure:**The college provides an up-to-date and adequate infrastructure facility such as well stocked library, smart classroom, seminar hall for implementing the course curriculum provided by the university.

3. **Parent-Teacher Meet:** Parent-teacher meetings are held at regular intervals to acquaint the parents regarding the performance of their wards and to provide suggestions.

4. **Self-Evaluationof the Students:** Class tests/ Surprise test are held and students are allowed to verify their answers among themselves.

5. **Field Trips:** Field trips are arranged for first hand, on-the-spot knowledge on the relevant topics of the curriculum.

6. **Departmental and Inter-Departmental Seminars:** The concern department organizes seminar among the students of all the semester.

7. **Language Laboratory and Uses of Information and Communication Technology (ICT):** All the departments have desktop computers with internet connectivity for their use. Computer department and college library has the ICT infrastructure for use by the students. A language laboratory is functional to enhance the communication skill among the students.

File Description	Document
Link for Additional Information	[View Document]()

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

Response: 6

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
0	2	0	4	0

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: 17.12

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
04	5	0	0	1

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	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: 8.52

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

Response: 23

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: 15

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Any additional information	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: 11.45

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
154	157	215	405	0

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:

DCB Girls College , Jorhat always adheres to its mission and vision of empowering women folk. The need for overall development of women has never been overlooked while imparting education. With this aim in view attempt has been made to cater to the issues of gender , environment and sustainability.

Being affiliated to Dibrugarh University the teachers representing the college in the Board of Studies of the university brings to fore the necessity of the above issues to be included in the curriculum.

Accordingly in several subjects ,the curriculum includes the issues mentioned below :

Core Course	Description
	Gender
B.A. Political Science (6th Semester) Paper-602	Women Studies- Generate sensitization for women's issues and problems; women's activism in India and the West.
B.A. Political Science (3rd Semester) Paper-302	International Relations – Contemporary Issues on Feminism.
B.A. History (6th Semester) Paper-602	Women in Indian History- Status of Women in Indian Society during the Vedic and Medieval period.
B.A. English (6th Semester) Paper-604	Literature in the Postcolonial World - Feminist Theory (Sub-altern Studies) understand the complex negotiations between the colonizer and the colonized and the transformations in societies and cultures in India, African region.

Core Course	Description
	Environment
B.A. Economics(6th Semester)Paper-602	Environmental Economics - basic concepts of environmental economics along with the solution to the environmental problems.
B.A. Political Science (6th Semester) Paper-601	Human Rights - UNESCO & Montreal; Ethnic conflict & Environmental Issues
B.A. Political Science (3rd Semester) Paper-302	International Relations – Contemporary Issues on Environment
B.Sc. Chemistry (6th Semester) Paper-603	Inorganic Chemistry III - Introduction to Chemical Toxicology ; Green Chemistry
B.Sc. Botany (5th Semester) Paper-507	**Plant Ecology, Phytogeography and Evolution**– Ecosystem Ecology; Ecosystem Dynamics; Habitat degradation and role of plant on improvement of habitat, conservation ecology, phytogeography and evolution.
B.Sc. Botany (6th Semester) Paper- 606	**Agro-technology and Sustainable utilization of plants** – Comprehensive knowledge of usefulness of plant resources for human welfare.
B.Sc. Zoology (5th Semester)Paper-505	**Environmental Biology &Wildlife**- Structural and functional inter-relationship of animal kingdom with other components of nature and conservation strategies for conservation of wildlife.
B.A. History (6th Semester) Paper-601	**History of Ecology and Environment in India**- Relation between ecology and Human civilization with particular reference to post independence India.

Core Course	Description
	Human Values
B.A. Education (1st Semester) Paper- 101	**Philosophical Foundations of Education** - Educational Philosophy and the relation between Philosophy and Education; Nature and educational implications of some Indian &Western schools of philosophy.
B.A. Philosophy Paper-402	**Ethics** – Moral Consciousness: Moral judgement, sentiment, obligation. Meaning of good, ought and right
B.A. Sanskrit Paper-101	**Sanskrit-** History of Epic Literature; Hitopadesh; influence of Ramayana and Mahabharata on later Indian Culture.
B.A. Geography Paper - 303	**Environmental Geography and Economic Geography –** Man Environment Relationship; Environmental degradation and conservation; Environmental impact assessment and disaster management.
B.A. Assamese Paper - 101	**History of Assamese Literature and Culture –** Sankardeva literature: Valuesand its relevance on culture of Assam.

File Description	Document
Link for Additional Information	View Document

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

Response: 3

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

Response: 3

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 3.52

1.3.3.1 Number of students undertaking field projects or internships

Response: 55

File Description	Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document

1.4 Feedback System

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
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: A.Any 4 of the above

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	[View Document](#)
URL for stakeholder feedback report	[View Document](#)

1.4.2 Feedback processes of the institution may be classified as follows:
A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: B. Feedback collected, analysed and action has been taken

File Description	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: 0.23

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
8	3	3	1	3

File Description	Document
List of students (other states and countries)	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 76.3

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
551	576	540	508	473

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
710	690	690	690	690

File Description	Document
Institutional data in prescribed format	[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: 77.83

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
235	202	213	211	213

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 college assesses the entry point learning levels of the students through the following methods:

- Before the commencement of admission, an admission committee is formed which is consisted of the Principal, members from the teaching and non-teaching staff.
- A meeting of the committee is held where the dates of advertisement for admission in local and national newspapers is decided.
- The committee prepares the admission form which reflects the academic performance of the students seeking admission.
- Students are assessed on the basis of their marks in the previous examinations and the final merit list is displayed on the notice board.
- By abiding the rules of the government the departments cannot hold entrance test for admission. Therefore, the departments prepare the lists of the students seeking admission which are submitted to the admission committee.
- On the day of admission, open admission procedure is followed

Strategies adopted to identify the slow learners after admission:

- Regular Class tests are organized by each department to identify the slow learners.
- Two sessional examinations held in each semester also help to identify the weaker students.
- The teachers can identify the slow learners from the Group discussions those are held among the students on topics from respective curriculum.
- Departmental Seminars are also conducted for this purpose.
- Students are required to submit home assignments through which their writing skills are assessed.

Strategies adopted towards the slow learners to improve their comprehension levels and self-confidence:

- Students, whose performances are not satisfactory in the class tests and sessional examinations, are given chances to repeat their examinations to improve themselves.
- Students, with poor performance in group discussion and seminars are given special guidance by the teachers.
- Special tutorial and remedial classes are held for the slow learners.
- Extra practical sessions are arranged for the weak students.
- Answer scripts of the meritorious students are shown to the weaker students to improve their writing skills.
- Slow learners are taken care of by their mentors for personal guidance.
- The college has introduced a certificate course on Spoken English to improve the English proficiency of the students.
- The personality development and career counseling cells of the college organize various programs to improve their comprehension level and self-confidence.
- After the completion of the course, the question papers of the external examinations of previous years are discussed in the classes.
- The students are also taught on time management and paper writing skills to prepare them for external examinations.

Strategies adopted for advanced learners:

- Meritorious students are provided extra reference books by the teachers.
- Selected meritorious students are given exposure by allowing them to attend various workshops and seminars.
- Special career guidance and counseling is offered based on the student's flair and aptitude.
- Meritorious students are guided to prepare research papers, project reports based on proper research methodology.
- The departments organize "Students as Tutor Programme" where the meritorious students are given opportunity to conduct classes of the departments.
- Selected meritorious students are awarded special merit fellowship from the college.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.2.2 Student - Full time teacher ratio

Response: 28.4

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0

2.2.3.1 Number of differently abled students on rolls	
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:

Experimental Learning:

For enhancing learning experiences and to facilitate effective teaching the learning methodologies need to be learner-centered and collaborative. For these experimental learning, participative learning and problem solving methodologies have been incorporated in the teaching learning process of the college. The main tenets of these methods are as follows:

- The departments of Education, Geography, Physics, Chemistry, Botany, Zoology, Mathematics and Computer Science provide experimental learning by means of laboratory works. The students are given ample scope to perform the experiments individually.
- The students undertake project works, surveys which help them to obtain first-hand information of the specific topics of the curricula.
- The reports prepared by the students from the surveys help them to gather knowledge through experimental learning.
- The students of the departments of Economics, Political Science and Education conduct socio-economic surveys in neighbouring areas and prepare reports which act as experimental learning.
- The departments of Zoology, Botany and Geography conduct field works on regular basis.
- Regular excursions are conducted by the college as a part of experimental learning.

Participative Learning

- Seminars and group discussions are held regularly as a part of participative learning to enable and empower the students to share, analyze and enhance their knowledge.
- The college regularly organizes workshops on relevant topics as a strategy of participatory learning.
- The departments of the college conduct "Student as Tutor Programme" which also helps the students to share their knowledge.
- The students and faculty members of department of Zoology participate in the production and sale of Vermi-Compost as a part of participative learning.
- Teaching aids like power point presentation, Google Classroom, online access to web resources are used to facilitate participative learning.

Problem Solving Methodologies

- The syllabi of departments of Physics, Chemistry, Mathematics and Computer Science are taught in such a way that the students acquire the skills of scientific problem solving techniques.
- Subject specific software such as Matlab, MySQL, Turbo C, ARC GIS, ILWIS etc. are used as problem solving tools in the departments of Mathematics, Computer Science and Geography.
- Socio-economic surveys conducted by the students help the students to identify specific problems of a particular area needed to be solved
- Life skill education is provided to the students in the form of Yoga, Meditation and Martial art etc. for cultivating personal life-skills such as self-reflection, critical thinking and problem solving skills.
- NCC cadets of the college acquire problem solving skills through various activities and programs undertaken by them which enhance their ability to solve various academic related problems.
- The students of the NSS wing of the college are always encouraged to get involved in various social issues of the society which indirectly increase their problem solvingtechniques.
- The students get opportunity to acquire problem solving ability by becoming members of student union, which in turn help to tackle various academic and social problems.

File Description	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: 16.36

2.3.2.1 Number of teachers using ICT

Response: 9

File Description	Document
List of teachers (using ICT for teaching)	[View Document]
Any additional information	[View Document]

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

Response: 31.88

2.3.3.1 Number of mentors

Response: 49

File Description	Document
Any additional information	[View Document]

2.3.4 Innovation and creativity in teaching-learning

Response:

Innovation and creativity in teaching learning methods improves the learning process and quality of education. For this, the college has designed the following measures to enhance the grasping quality of the students and also to increase the involvement of the students in the teaching learning process.

- Subject specific software such as Matlab, MySQL, Turbo C, ARC GIS, ILWIS etc. are used in the departments of Mathematics, Computer Science and Geography as teaching techniques.
- Teaching aids like power point presentations, Digital Boards, Google Classroom, online access to web resources are used to facilitate advance learning.
- Introduction of "Earn while you learn" programmeto make the students employable. Given such opportunities the students take the learning process more seriously assuch programmes help the studentsconnect the textbook knowledge to the real world.
- Inviting guest lecturers to deliver talks on relevant topics of curricula. The interactions in such programmes, enhance the knowledge of the students.
- Field trips and site visits programmes are arranged to gather firsthand information. Reports prepared after these programmes acquaint the students about research methodology.
- Provision of extending support to the economically backward students by providing financial assistance and reading materials by the concerned departments.
- As a part of stress management programmes, the college organizes Yoga and Meditation classes as well as morning assemblies. These practices enhance the grasping capacity of the students.
- Display of films related to course curriculum also enhances the knowledge of the students.
- Students are encouraged to present power point presentations in seminars, which help them to be familiar with modern teaching-learning techniques.
- Students get an opportunity to explore their courses more extensively through Wall magazines, which are prepared by the departments.
- Display of "Thought for the Day" for boosting the spirits of the students. After going through it, they feel more refreshed and encouraged to attend the classes.
- Some departments invite students studying in renowned colleges of India to interact with the students to gather knowledge on learning techniques and tips on examination preparation.
- The weaker students are provided extra care by means of remedial classes. Teachers and mentors from the departments interact with the weaker students specially during the second sessional examination and till the commencement of the final examination to address their academic and other problems.
- Workloads of the teachers are scrutinized in the departmental meeting, through which the faculties get an idea about the progress of the course.
- Educational innovation programmes such as life skill development, Earn while you learn programmes make the studentsmore employable, empowered and self-reliant.
- College and departmental magazines also provide a platform to the students to translate their academic ideas and views more powerfully.
- A language laboratory to provide up to date information about relevant subjects is under construction.
- The students are taken to various nearby institutions like Assam Agricultural University, Kaziranga University, Tezpur University to provide them exposure to modern scientific tools and equipment.

File Description	Document
Any additional information	[View Document](#)

2.4 Teacher Profile and Quality

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

Response: 86.08

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: 42.05

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
21	22	26	27	27

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: 19.47

2.4.3.1 Total experience of full-time teachers

Response: 1071

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: 8.56

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
00	5	00	00	00

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: 1.48

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
1	1	1	1	1

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

2.5 Evaluation Process and Reforms

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

Response:

D.C.B. Girls' College is affiliated to Dibrugarh University. As a result the college follows evaluation system as recommended by the University. Therefore the college has very little opportunity to make reforms in the evaluation system. The evaluation procedure outlined by the University for CIE is as follows:

- Under semester system the affiliating University has empowered the college to evaluate 20% of the total score.
- The internal evaluation is done under the following heads:
  - Attendance – 5%
  - Group Discussion/ Seminars – 5%
  - Two Sessional Examinations – 10%
- The sessional examinations are conducted centrally for smooth functioning and transparency.
- Marks of internal evaluation are displayed by the departments within 15 days so that the students can raise any grievances related to the evaluation and get them resolved.
- Answer scripts of sessional examinations are distributed back to the students to rectify anomalies.
- Answer scripts are also given to the students for cross checking.
- Students who perform weakly are given another chance to repeat the examinations.
- The departments arrange examinations for the students who fail to appear in sessional examinations or group discussions/Seminars, provided they submit applications with valid grounds.

Besides these the college has introduced the following measures for continuous internal evaluation for the improvement of the performance of the students:

- Class tests are regularly held to assess the learning aptitude of the students.
- Quizzes organized in the classes also help to testthe intelligence of the students.
- Oral Tests also act as mechanism to evaluate the knowledge of the students.
- Teachers also take Surprise Tests as a means of continuous and comprehensive evaluation.
- After the completion of a unit/chapter the students are given home assignments on the topics.
- Some departments also conduct mock tests to assess the preparation of the students for the final examinations.
- In the case of assigning marks on attendance, relaxation is given to the students whose attendance is low due to participation in NCC, NSS and other relevant events.
- Reports of various feedbacks analyzed by IQAC also help to reform evaluation procedure of the institution.
- Group discussions are frequently held in the classes in which the students can interact freely and teachers can evaluate their knowledge of the subject.

File Description	Document
Link for Additional Information	[View Document](#)

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

Response:

As internal evaluation is a process to review the academic performance of the students, efforts have been taken by the college to make the system transparent and robust through the following measures.

- Two sessional examinations are conducted centrally by an examination committee which is constituted every year.
- The examination committee conducts examinations according to the schedules given in the

academic calendar of the college.

- The dates of various internal assessment examinations are displayed well ahead of time in departmental noticeboard.
- The marks obtained in each of the criteria, namely attendance, seminars/group discussions and two sessional examinations are displayed in the departmental notice boards.
- There is provision for counter checking of marks by the students.
- To ensure transparency in evaluation of seminar presentations and group discussions, the faculty members from other departments are also invited to attend group discussions and seminars of a particular department
- The answer scripts of the sessional examinations are returned to the students for cross checking before submitting the marks to the University.
- The students are given the liberty to interact with the teachers to resolve any grievances regarding the assessments.
- The weaker students are given another chance to improve their performance in sessional examinations, group discussions and seminars.
- The students can also interact with their respective mentors to address any problem related to internal examinations.
- The class tests, Quiz, oral tests, surprise tests, home assignments etc. are held in the departments as frequently as possible to evaluate the performance of the students. These measures also help the students to prepare for the final examinations.
- Oral questions are asked during practical sessions also serve as a measure to evaluate the students. Such questions make the students more acquaint with the subjects.
- The marks of the sessional examinations are shown to the gurdians/parents to maintain transparency.

File Description	Document
Link for Additional Information	[View Document](#)

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

Response:

Mechanism for redressal of grievances related to internal examinations:

- The answer scripts of the sessional examinations are shown to the students for self-evaluations. In case of any doubt regarding evaluation, the students can freely discuss their problems with the respective teachers.
- Answer scripts are also distributed among the students for cross examination. This practice helps to a great extent in reducing the grievances regarding assessment of the answer scripts.
- Grievances related to marks obtained by students in seminars and group discussions are solved in the class itself through open discussion among the students and the teachers.
- Total attendances of the students are shown to the students as well as to their guardians, so that in case of any grievances related to marks allotted for attendance can be resolved efficiently.
- In case of any grievance related to internal examination the students can also approach grievance

cell for redressal of their problems.
- The students can also approach their respective mentors for redressal of grievances related to internal examination.

Mechanism for redressal of grievances related to external examinations:

- In case of any doubt regarding the marks obtained in an external examination a student can apply for re-scrutiny of the answer scripts in a prescribed format.
- The students can also take the help of RTI (Right to Information) for redressal of grievances. For this purpose the students can approach the teachers for guidance.
- The period for RTI application lasts for 6 months from declaration of the result so that the students can get ample time to rectify the results.
- In case the students are not satisfied with the marks after re-scrutiny, they can resort to RTI within two months from the date of declaration of re-scrutiny results.

File Description	Document
Link for Additional Information	[View Document](#)

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

Response:

The academic calendar is an integral part of any higher educational institution. It is a system which defines the important dates for various academic programmes. The college adheres to this system for the conduct of CIE in the following ways:

- The academic calendar of the college is meticulously prepared every year by a committee consisting of the Principal, co-coordinator of IQAC and few senior faculty members.
- The Calendar adheres to the academic schedule of the affiliating university, for smooth conduct of the internal evaluation.
- The continuous internal evaluation (CIE) schedule is prepared keeping in mind the curricular, co-curricular and extra-curricular activities of the college, which are stated in the academic calendar.
- Before the commencement of internal examinations the Principal convened a meeting with the heads of the departments and coordinator of IQAC regarding holding of the examinations according to the time schedule given in the academic calendar. For this purpose the Principal forms an internal examination committee for the smooth conduct of Continuous Internal Examinations.
- The teachers of each department prepare their teaching plans according to the academic calendar of the college, which also help in the smooth conduct of continuous internal examinations.
- The guardian meetings are also held according to the schedule mentioned in the academic calendar of the college. These meetings also act as instrument to evaluate the academic performance of the students.
- The college examination committee instructs each department to prepare question papers for sessional examinations well ahead of dates for the examinations.

- Group discussions and seminars are also held according to the academic calendar.
- To get the students acquaint with the CIE, the academic calendar mentions the rules under the heading of "*Points to Ponder*".
- Every year the academic calendar is uploaded in the college website for additional information.
- The copies of the academic calendar are distributed among the students during admission so that the students get well appraise of the academic activities of the college.
- As the institution adheres to the academic calendar for the conduct of CIE, the students get sufficient time to prepare for the internal examination.

File Description	Document
Link for Additional Information	[View Document](#)

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:

The main features of Program outcomes, program specific outcomes and course outcomes are stated, displayed and communicated by the following procedures:

- The course outcomes are displayed in College Website(http://dcbgirlscollegejorhat.org/syllabus.html)
- The Learning outcomes are also communicated to the students through departments.
- Library is also used as a mechanism of communication.
- Annual College Prospectus publishes the academic outcomes.
- The IQAC of the college also acts as an agent to evaluate the program outcomes.
- Feedback formats prepared for parents, alumni and employers reflect the course outcomes of the college.

Program Outcomes:

All the programs stress on the following objectives:

- To understand the basic concepts of the subjects.
- To help the students to communicate the knowledge gathered in various subjects through different mediums of communications.
- To enable the students to understand and critically review the scientific information.
- To help the students in acquiring the knowledge of basic scientific instrumentations and proper laboratory techniques.
- It provides opportunity to the students to develop a critical understanding of various social issues.
- It improves the ethical behavior of the students while dealing with various ethical issues relating to the subjects.
- It provides ample scopes to deal with current environmental issues.

Program Specific Outcomes:

- To analyze various subjects on the basis of survey and field study.
- To conduct various socio economic surveys on the basis of the tools taught in the classes.
- To enhance the decision making capacity on various social issues.
- The students get opportunity to gather more information on emerging trends with the help of computer skills imparted to them
- The knowledge gathered through experimentations in the science laboratories help the students to get hands on information.
- It enhances the ability to prepare reports on projects and field study by following proper research methodology.

Course Outcomes:

The syllabi of the various programs are prepared by the affiliating University. However, the teaching learning modules designed by the college intend to have the following course outcomes:

- To have fundamental knowledge of the course they pursue.
- To help the students comprehend the subjects, various teaching techniques are used.
- To develop the skills to appreciate various social issues related to their subjects.
- To become familiar with modern learning techniques.
- The courses also intend to enhance the employability skills of the students.
- To broaden the scopes for higher studies.

File Description	Document
Link for Additional Information	[View Document](#)

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

Response:

The evaluation is done by following methods:

- The results of the external examinations conducted by the university are used as measures to access program outcome, program specific outcome and course outcome. The course outcomes are measured on the basis of the marks obtained by the students.
- Internal Assessment conducted by procedure prescribed by the university help to observe knowledge and skills of the students. These assessments are done on the basis of marks obtained in the internal examinations.
- Viva voce of Practical Examinations is also used as a tool to measure the learning outcomes.
- The program outcome, program specific outcome and course outcome are also measured with the help of departmental seminars and group discussions
- The students are assigned home assignments on a particular topic/ course to measure their knowledge and skills.

- Class Tests are also served as tools for measuring the attainment of course outcomes.
- The departments frequently organize quizzes among the students to map their knowledge of the subject.
- Feedback reports of students, alumni, employers and guardians. The analysis of the feedback reflect the program outcomes, program specific outcome and course outcome.
- Project and Field Study Reports prepared by the students also act as tools to measure the learning outcomes.
- Records of the mentor teachers on the performance of the students act as indirect assessment strategy.
- Participation of students in various competitions like quizzes and debates also reflects their academic performance.
- The departments regularly keep record of progression of departmental students which also serve to measure the attainment of the program outcomes.
- The carrier counseling cell of the college keeps records of the students getting placements through various campus and off-campus interviews and "Job-Melas" These records also serve to access the attainment level of program outcomes.

File Description	Document
Link for Additional Information	[View Document](#)

2.6.3 Average pass percentage of Students

Response: 83.18

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

Response: 455

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

Response: 547

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: 3.42

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: 10.55

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
0	0	07.7	2.85	0

File Description	Document
List of project and grant details	[View Document](#)
e-copies of the grant award letters for research projects sponsored by non-government	[View Document](#)

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

Response: 0.14

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

Response: 10

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

Response: 70

File Description	Document
Supporting document from Funding Agency	[View Document](#)
Funding agency website URL	[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:

Though the college does not have incubation center, yet it tries to make the students fit for facing the further challenge in respect of job by all possible ways in this fast changing world.

In order to enhance employability of students , the college offers certificate courses in customer care and front office management, skin and hair care etc. By arranging motivational lecture for the students the career counseling and placement cell not only boosts the confidence of the students but also contributes to increase the success rate in the competitive examination. Each of department of the college motivates students to prepare wall magazine. The college organizes poster and slogan competition so that they can learn to transfer the knowledge on recent issues. The college subscribes to subject journals , e-journals and other online resources. The college has a language laboratory. Various departments of the college conduct field study and surveys to teach the students to utilize the already acquired knowledge and give first hand experience of research.

Both in the field of sports and music, the college can boast of incubating some very good talents who have excelled at the university, district, state and national level competition. The college has two renowned Assamese singers as faculty member under whose guidance the student brought laurels to the institution.

The college , thus, has created a platform to enrich the existing repository of knowledge as well as to disseminate it for the sake of both the students and society.

File Description	Document
Link for 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: 1

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
01	00	00	00	00

File Description	Document
Report of the event	View 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: Yes

File Description	Document
e- copies of the letters of awards	[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

3.3.3.1 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
15	20	18	14	22

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: 0.75

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
11	05	12	08	08

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 college promotes a well knit neighbourhood community network in which students actively participate for social development. The college has been maintaining an environment in which students and faculty are encouraged to participate in social outreach programme and work in collaboration with other organizations. Most of the Departments of the college undertake extension activities that aim at gender empowerment, environmental protection, political awareness, health consciousness besides socio-economic and cultural studies. The Educational extension programmes conducted by the Science Forum of the college not only popularize science among the students but also contributes to abolish superstitions among the masses. The NSS unit of the college participates in many community services like cleaning the environment and flood relief , generating awareness on various issues like health and hygiene, HIV/ AIDS, road safety, pulse polio immunization, casting of votes etc. NCC unit of the college does not leg behind. It conducts some such programmes that give training to the students for becoming responsible citizen. Besides organizing cultural exchange programme and sports mela among tea garden labourers it organizes hospital attachment camp and ralliess on social health and gender related issues. A few teachers brought laurels to the college as their activities have been recognized and appreciated by the government.

Obviously extension activities done by the college have made significant impact both on the community and the students. Students learn the civic activity as well as their responsibility towards society to which they belong through such neighbouring area programmes .While the science related educational programmes contribute to the creation of scientific temperament among the rural and downtrodden people , health awareness and flood relief programmes helps in the improvement of the quality of life of the community. Such programmes sensitize the students volunteers towards the social issues and take challenges of the lesser privilege section of the society. Extension activities undertaken by the college help the students to become good leaders and good human being and proof the necessity of value based education.

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
0	0	00	0	0

File Description	Document
Number of awards for extension activities in last 5 years	[View Document](#)
e-copy of the award letters	[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: 37

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
07	11	08	03	08

File Description	Document
Reports of the event organized	[View 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: 2.66

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
35	80	0	90	12

File Description	Document
Report of the event	[View 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: 20

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
5	5	3	4	3

File Description	Document
Number of Collaborative activities for research, faculty etc.	[View Document](#)
Copies of collaboration	[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
0	0	0	0	0

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:

1	**Administrative Building**	Sl No	Department/Infrastructure (existing Facility)	Area (in Sqft)	
		1.	Principal's office	360	
		1.	Vice Principal's Office	270	
		1.	Office Room -1	180	
		1.	Office Room-2	539	
		1.	Office Room-3	360	
2	**Classrooms**	Sl. No	Classroom No	Area in square feet	Sitting capa
		1.	A-1	796	100
		1.	A-2	796	110
		1.	A-3	602	70
		1.	A-4	1261	30
		1.	A-5	320	30
		1.	A-6	806	140
		1.	A-7	403	40
		1.	A-8	548	30
		1.	A-10	367	50
		1.	A-11	367	50
		1.	A-12	367	50
		1.	A-13	367	50
		1.	B-1	1436	140
		1.	B-2	1095	160
		1.	B-3	753	40
		1.	B-4	1261	140
		1.	B-6	806	120
		1.	B-7	403	50
		1.	B-8	548	40
		1.	C-1	320	60
		1.	C-2	806	120
		1.	C-3	403	40

	1.	C-4	548	50	
	1.	C-5	248	50	
	1.	C-6	863	60	
	1.	C-7	734	50	
	1.	C-8	734	50	
	1.	D-1	1274	120	

Laboratory

Sl. No	Laboratory	Area in sqft	Working Cap	
1.	Chemistry Lab-1	1233	32	
1.	Chemistry Lab-2	723	25	
1.	Chemistry Lab-3	1020	30	
1.	Zoology Lab-2	1033	25	
1.	Botany Lab-1	417	30	
1.	Botany Lab-2	417	30	
1.	Botany Lab-3	1020	34	
1.	Physics Lab-1	375	25	
1.	Physics Lab-2	375	25	
1.	Physics Lab-3 (Electronics)	187	10	
1.	Physics Lab-4 (Dark Room)	312	6	
1.	Computer Lab- 1	972	55	
1.	Computer Lab-2	687	25	
1.	Computer Lab 3	701	25	
1.	Education Lab	562	70	
1.	Mathematics Lab	187	20	
1.	Language Lab	734	30	
1.	Geography Lab	280	30	
1.	Under Construction Lab 1	476		
1.	Under Construction Lab 2	476		

3

Sl. No	Room	Area in sqft
1.	Stack Room-1	340
1.	Stack Room-2	320
1.	Stack Room-3	144
1.	Reading Room	340

Library

4

File Description	Document
Any additional information	View Document

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

Response:

Due to constraint of area of the college campus the college can't afford full facility of games and sports to the students. Despite this constraint the students of the college have been performing quite well in games and sports in various level over the year.

Outdoor Games and sports facilities:

Sl. No	Outdoor sports Facility	Area/Size in square Feet		
1.	Volleyball	2200		

Indoor Games and Sports facilities:

Sl. No	Indoor sports Facility	Area/Size in square Feet		
1.	Table Tennis			
2	Carrom			
3	Dart	1250		
4	Chess			

Yoga and Meditation Centre

Sl. No	Particulars of the facility	Area/Size in square Feet	Year of establishment	Users(Yearly)		
				2011-12	2012-13	2013-14
1.	Yoga/value Education		2015			
1.						

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

Response: 20.93

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 09

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: 11.21

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
38.93	10	00	20.53	13.06

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

4.2 Library as a Learning Resource

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

Response:

The central library which is the heart of the DCB Girls' college was established in 1957. It is a two storey building. It provides one of the important academic services to the college. It is a well equipped library, centrally located with easy access and does provide right thrust for the intellectual growth of the students, teachers, research scholars and others around. The user friendly college library, equipped with the latest technology and fitted with CCTV cameras has a comprehensive collection of over 26000 books on a wide range of subjects, encyclopedias volumes, current journals, magazines and newspapers of national importance. Tables below provide a quick overview of various facts concerning the college library.

Library fact sheet

Total area of the library (1800 x 2 = 3600)Sq.ft			
S.No	Floor	Area(in sq. ft)	description
1	Ground Floor	1800	Property counter, News paper section, Questi circulation, Periodical Section, Stack room, F Library KIOSK, Internet section, Photocopy secti
2	First Floor	1800	Faculty reading room, Students reading room, St library(IR), Museum

Library working Hours

S.No	Monday to Saturday (six days a week)	
1	9.00 am to 4.00 pm	

Total seating capacity of reading room

Faculty	Student	
16	50	

Total number of computers used in the Library

S.No	Facility	No. of computer	
1	OPAC(KIOSK)	1	

2	Internet	3	
3	Administration and Circulations	3	
4	Digital Library(IR)	1	
5	Server	2	

Computerization of Library

Software for University Library (SOUL) is based on requirements of college and university libraries. It is user friendly software developed to work under client-server environment. The software is compliant to international standards for bibliographic formats, networking and circulation protocols. The latest version of the software SOUL 2.0 has been designed and DCB Girls College Library using SOUL 2.0 from 2016. The College Library is partially automated.

Barcode: Students Identity cards (library cards) are bar-coded.

OPAC : (ONLINE PUBLIC ACCESS CATALOGUE):

OPAC facility is available with library KIOSK. Web OPAC facility is also available throughout the campus with Digital Library (IR) software.

DIGITAL LIBRARY:

DCB library has an Institutional Repository (IR) using software DSpace. DSpace has become quite popular among digital library implementers. Users can access Institutional Repository and web- OPAC through mobile, computer or laptop. The whole campus including administrative building is under Digital Library Wi-Fi connectivity. The IR contains the digital copies of all the issues of college magazines DCBIANS from first issue. It also contains scanned copies of departmental magazines, Journals, and newsletters. Scanned copies of questions papers of the previous years are also uploaded in IR regularly. This IR also contains digitized copies of manuscripts, articles, research papers and other writings of faculty and staff. Theses, MRP, Reports and dissertations are uploaded for benefit of students and faculty members.

SOFTWARE

Items	Software
Library Automation (Partially)	SOUL 2.0
Digital Library	DSpace
Remote Access	AnyDesk, TeamViewer

LIBRARY PORTAL:

Available in the college website.

INTERNET FACILITY:

Internet with Wi-Fi is available in the library. The service providers are BSNL and JIO.

File Description	Document
Any additional information	View 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 DCB Girls' College has good collections of rare books, manuscripts, special reports and other knowledge resources for library enrichment

S.No	Category	Name of the book/manuscripts	Author/Publisher	No. of copies	Ye
1	Rare books	Books over 100 years old	various	16	Ov
		Books over 70 years old	various	120	Ov old
2	Manuscripts	Over 200 years old	unpublished	8	un
3	Special reports	Parliament debates, speeches	Government of India	3	19
4	Other knowledge resources	Encyclopedia Britannica (Macropaedia)	The University of Chicago	20	19
		Encyclopedia Britannica (Micropedia)	do	10	19
		Encyclopaedia of Indian Literature	Sahitya Akademi	6	19
		International Encyclopaedia of Linguistics	Oxford university Press	4	19
		The World of Man	Creative world publications, Chicago	16	19
		Encyclopaedia Americana	Americana corporation, new York	30	18
		Encyclopaedia Asiatica	Cosmo publications, India	9	19

File Description	Document
Link for 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: A. Any 4 of the above

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

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

Response: 1.51

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
3.32	1.35	0.20	0.33	2.35

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

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

Response: Yes

File Description	Document
Any additional information	[View Document](#)

4.2.6 Percentage per day usage of library by teachers and students

Response: 5.88

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

Response: 95

File Description	Document
Any additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The college provides IT facilities and resources to meet the computing, network services needs and ICT skill development of the students and the staff. These facilities are periodically updated to cater to the increasing needs. The following are the main facilities provided by the college:

- Both the computer laboratory and the ICT laboratory are equipped with LAN connection. The internet connection for ICT laboratory was provided by the Govt. of Assam while the computer Laboratory has been provided with internet facilities since 2018.
- Internet with wi-fi is available in the library. While the library has been using the service of BSNL, the JIO service has been commenced in 2016.
- The wi-fi connectivity has been covering the entire campus including the administrative building and the college hostel since 2016.
- One server is installed in ICT laboratory.
- All departments are provided with computer facilities.
- The college has more than 100 desktops and laptops for teaching and administrative purposes.
- The computers are periodically maintained by the vendors.
- The college has nine smarts class rooms. The number of smart rooms have increased from one in 2011 to nine in 2018.
- The construction of Language laboratory has been completed.
- The college library has been updated from SOUL 1.0 to 2.0 in 2016.
- All the book keeping activities including cataloging accessioning and circulation have been computerized.
- OPAC is available for students and teacher.
- The bar-coding of the books which is very essential in circulation desk of the library, is under

processed.

- The college library has a institutional repository using software DSpace.
- The entire college campus including administrative building are under digital library wi-fi.
- The college web site is regularly updated.
- The construction of new conference hall with video conferencing has been completed.

4.3.2 Student - Computer ratio

Response: 14.33

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: 26.02

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
47.77	69.71	32.35	20.10	6.68

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	[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:

The college has a Governing Body Constituted by the Director of Higher Education, Govt. of Assam, the tenure of which is for five years. This Body deliberates the various infrastructural and academic needs of the college keeping in view the requirements of the stakeholders. The Governing Body is a statutory Body comprising of a total number of eleven members including Academicians, Guardians, teachers and employees of the College.

Laboratory: The college has 16 laboratories attached to various Departments. 11 number of science Labs, 2 Computer Labs , 1 Education Lab, 1 Mathematics Lab, 1 Geography Labs are available in the college. The utilization of laboratory resources is ensured by the Heads of the concerned Departments and by the Departmental bearers.

Library: There is a library committee formed by the college principal of the college consisting of 5 members. The principal is the chairman and the librarian is the secretary of this committee and the other members are selected by the principal. This committee deliberates on the budgetary allocations and the other activities to be performed by the college librarian for the current year keeping in view the interest of the readers.

Sports: The games and sports secretary is annually elected by the students for one year term. There is also an in-charge of games and sports selected by the principal among the teachers. The games and sports secretary maintains the infrastructure and activities of the games and sports.

Classrooms: There are a total number of 26 classrooms/Lecture Halls in the college. Optimum utilization of the classrooms/Lecture Halls is ensured through a tight time-table. The time table for classrooms is prepared by the routine committee before the commencement of the semester where classroom-wise schedule is clearly stated. The time table for ICT based classes is chalked out by the concerned HODs consulting with the vice principal and with the co-coordinator of the IQAC.

Power Supply: The college obtained a dedicated power line from the APDCL, Govt. of Assam. The college has set up its own power transformer of 100 KVA within the campus to avoid fluctuations in voltage supply.

To combat the challenge of load shedding and blackouts, the college has set up 4 Nos of Power generators of total capacity of 65 KVA and a solar system of 25 KVA. Another Generator of 5 KVA has been set up in the Hostel.

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: 11.07

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
53	235	182	220	184

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	[View Document](#)
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document](#)
Any additional information	[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: 3.33

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
24	77	62	55	45

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	[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: C. Any 5 of the above

File Description	Document
Details of capability enhancement and development schemes	[View Document](#)
Any additional information	[View Document](#)
Link to Institutional website	[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: 6.28

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
159	332	1	10	0

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

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

Response: 15.9

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
179	118	242	770	0

File Description	Document
Details of the students benifitted by VET	
Any additional information	

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
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	
Details of student grievances including sexual harassment and ragging cases	
Any additional information	

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 4.53

24-05-2019 10:20:50

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
0	12	7	38	37

File Description	Document
Self attested list of students placed	View 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: 22.86

5.2.2.1 Number of outgoing students progressing to higher education

Response: 107

File Description	Document
Upload supporting data for student/alumni	View 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: 40

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
3	4	0	0	0

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
3	4	0	0	0

File Description	Document
Upload supporting data for the same	View 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	0

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
e-copies of award letters and certificates	View Document

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

Response:

Students are active participant in the student union election that is conducted each year. From various department there are candidate in different portfolio of student council and they are elected directly by the students on the basis of voting. Student council comprises of one class representative from each semester in both arts and science stream. The student council plays a vital role in the administrative and academic

activities. In the administrative section they actively participate in the college magazine (DCBIAN, ISSN 2320-5245) publication process and work. They also organize college week, freshman social and farewell and other activities. In the academic section they involve in organizing programmes like debating, cultural literary competition, quiz and other activities. They also represent the college in youth festival and other important events.

The NSS organize various programmes- patriotic song competition, road safety rally, Women's day celebration, mock drill, disaster management, Swatch Bharat Abhiyan, Environment Day celebration and other activities.

The NCC too actively participates in various district, state, national level programmes and represent the college in Republic day parade.

Students are also active participants in the departmental forum, preparing wall magazine, department magazine editing and in various socio-economic survey conducted by the concerned department.

Besides these the students actively participates in the events/ programmes organised by the following committees/ Bodies-

- Grievances Redressal Cell
- Gender-Sensitisation Cell
- Disciplinary Action Committee
- NSS Unit
- Cultural Programmes Committee (formed for specific occasion)
- Personality Development Cell
- College Magazine (DCBIAN) Committee
- Eco Cell
- Library Committee
- Quality Control Committee of Hostel Mess

File Description	Document
Any additional information	[View Document](#)

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

Response: 2.6

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
03	04	02	02	02

File Description	Document
Report of the event	View 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:

Devicharan Baruah Girls' College Alumni association was formed in 24th August, 2002 in the presence of the Principal, Faculty members, Office staff, students, Ex-students and other stake holder of the college. The registration of the Alumni Association is under process. The association provides benefits and services through which it maintains a strong bonding with our institution. The Alumni Association raises fund and guides in the development of the college. The Association conducts general meeting once in a year and executive meeting based on the necessity to render views and suggestions for the advancement of the students and the college.

The association organizes popular talk programmes, lectures and also sponsors awards to meritorious students of the college. It also established a book bank to assist the poor and meritorious students of the college. All the members of the association actively participated in the Diamond Jubilee Inaugural and Closing ceremonies function. The alumni also helps in the academic activities of the college and whenever a teacher of any department is on leave, they work as substitute teacher for that teacher based on their academic qualifications. The association has also resolved to publish a research based volume to commemorate the Diamond Jubilee celebration. The Alumni association instructs concerned department to organise alumni meet of the respective department so that the department can keep track of the outgoing students. The association also facilitates the former students for their outstanding performance in various recognised fields like sports, literary achievement, music, academic, administrative etc. Renowned alumni are also appointed as members of the various academic and administrative bodies of the college. Alumni also help in the personality development of the students by participating as yoga instructor, NCC trainer, as guest lecturer, as motivational speaker and various other activities. The alumni association is the strength and support of the institution.

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
Any additional information	[View Document](#)
Alumni association audited statements	[View Document](#)

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

Response: 18

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
06	03	03	03	03

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	[View Document](#)
Any additional information	[View Document](#)

24-05-2019 10:20:55

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-Vision of the institution is empowerment of women in all aspects so as to make them fit to compete with their male counterparts in the new world order.

MISSION-Mission is to provide higher education to the womenfolk of Jorhat and its rural neighborhood by inculcating their innate talents and qualities and unfolding their potentialities through curricular and co-curricular activities.

Nature of governance

Governance of the college has the following distinctive features:

- Being a women college, the governance is always targeted towards the empowerment of the womenfolk.
- The representative of the students and guardians of students are always included in the decision making bodies of the college.
- The governing bodies always give preference to the programs which unfold the potentialities of the students.

Perspective plan:

Since the mission of the institution is to educate and empower women of Jorhat and its neibouring area, the college prepares its perspective plans with this focus point. The college prepares two types of planes, long-term and short-term annual plan.

The long-term plan includes the planning and development of infrastructure and introduction of new academic programs catering to the vision of the college. These long-term plans are prepared through discussion amongst the principal and the staff of the college and finally getting these approved by the governing body.

The short-term plan covers the man power planning, academic, co-curricular and extra-curricular activities to be conducted for the year. Some extension works are also planned targeting the women of the neighbouring area. The financial allocation for these activities is planned for the whole year. The annual plan thus prepared is presented to the authority for approval.

Teachers' participation in decision making bodies:

There are several committees with representatives from teaching and non-teaching staff to support various academic, administrative and extension activities of the college.Through these committees. teachers also resolve to incorporate such programs which would inculcate innate talents of the students.

The important committees are –IQAC, Examination control committee, Purchase committee, Building committee, Construction committee, Admission committee, Hostel committee etc.

The teachers of the college also take part in decision making at the university level. There are several members of the college who are in the Board of studies, Academic council, and Court member of the university. The teachers take these platforms as opportunities to highlight the women related issues.

File Description	Document
Link for Additional Information	[View Document](#)

6.1.2 The institution practices decentralization and participative management

Response:

The practice of decentralization and participatory management is followed in following manner-

- There are representatives of the teaching and non-teaching faculty and guardians in the Governing body of the college nominated by the Principal.
- The Principal authorizes the Vice Principal to look after the academic and some administrative matters of the college.
- The Heads of the various departments manage the different academic and administrative activities of the departments.
- The Principal constitutes various committees and cells with representatives from teaching and non-teaching staff for smooth functioning of the college.
- Decisions about various co-curricular and extra-curricular activities to be conducted are taken in the meetings of the committees by the Principal, teaching and the non-teaching staff.
- The various criteria and cells under IQAC consisting of the teaching and non-teaching staff are an example of decentralization and participative management of the institution.

Case Study:

A case study of an University examination in which decentralization and participative management is practiced every year, is described below-

For each University examination, a committee is formed by the Principal for conduct smooth conduct of the examination. In 2017, a committee was formed by the Principal with the following members to conduct third semester examination 2017.

- Dr. Jinamoni Bhuyan, Principal (Officer-in-charge)
- Mrs. Kukila Goswami, (Assistant Officer-in-charge)
- Mrs. Rupjyoti Stafford,(Assistant Officer-in-charge)
- Dr. Tultul Devi, (Assistant Officer-in-charge)

Before the commencement of the examination the Officer-in-charge hands over all the examination related document to the AOCs. The AOCs prepare the duty lists of the invigilators as well as the supporting staff. The supporting staff which includes the non teaching members of the college, helps in the entire logistics of the examination procedure. All the documents, related to the examination, which are prepared by the AOCs, are regularly checked and signed by the Officer-in-charge.

The fund needed for smooth conduct of the examination is released by the Principal to the AOCs which in turn have to provide expenditure statement at the end of the examination.

This is an example of the culture of decentralization and participative management of the college.

File Description	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:

Before organizing any event in the college, a systematic planning is followed. Also it is mandatory to submit utilization of fund after the completion of the event.

Case study:

An example of the proper planning and its execution of an activity is given below-

After the implementation of RUSA (Rashtriya Uchchatar Shiksha Abhiyan) by the Govt. of India in 2013, the college felt the necessity to get acquainted with different ideas and aspects of RUSA. For this purpose the college decided to organize a workshop on RUSA. Accordingly a proposal was prepared for procurement of fund to be sent to UGC for approval.For this purpose the Principal entrusted the responsibility of organizing the workshop to the Departments of Economics and Department of History. The Principal formed an organizing committee which consisted of the Principal as Chairperson and Dr.U. Phukon, Department of the Economics and Dr.Deepa Hazarika, Department of History, as the co-coordinators.

Accordingly the workshop was organized on 21st. and 22nd. Of August, 2015 in collaboration with Kaziranga University, Assam.The total fund sanctioned by UGC was Rs. 1,30,000/(One lac thirty thousand). The utilization of the fund was submitted to the UGC.

File Description	Document
Strategic Plan and deployment documents on the website	View Document
Link for Additional Information	View Document

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:

Organzational structure of the college:

- **Governing Body:**

The Governing body of the college is the main authority to plan and supervise the functioning of the college. Major decisions about various activities of the college are to be approved by the Governing Body before execution.

The local M.L.A, the Principal, eminent academicians from society, representatives of the teaching and non-teaching staff and guardians constitute the Governing Body.

- **Principal:**

Principal is the academic and administrative head of the college. She plans ,co-ordinates and looks after all the activities of the college with the help of the other staff.

- **Administrative set-up:**

1. **General administration:**

There is an administrative staff in the college to assist in the administrative activities of the college which is headed by the senior Assistant.

(b)Academic administration:

1. **Vice-Principal** looks after the academic matters of the college ..
2. **Head of the departments** are appointed by the Principal on rotation basis to carry out the

administrative and the academic responsibilities of the departments with the help of the faculty members.

- **Ancillary functions:**

1. **Library:**

There is a state-of-the art library equipped with digital facility. The librarian looks after the administration of the library with the assistance of one Library assistant and two supporting staff .

1. **Hostel:**

There is a Hostel in the college premises which accommodates 150 borders. The hostel warden looks after the overall administration with the help of the supporting staff. There is a hostel committee consisting of the Principal, Vice Principal, The Warden and four Members from the teaching staff to address various issues related to the hostel.

1. **Canteen:**

There is a college canteen in the college premises for the students and the staff which provides food at subsidized rate .

Various Bodies:-

- **Internal Quality Assurance Cell(IQAC):**

IQAC was set up in the college in 2004 as per guide lines of NAAC as quality sustenance measure in the post accreditation period.

Besides the IQAC, there are different wings and cells whih are shown in the organogram of the college .

(3) **Service Rules:**

Our institution is a provincialized college and as such the service rule for all the employees of the college are as per the service rule 2001 of the Government of Assam

(4) **Recruitment and Promotional Procedure:**

The recruitment is done as per government rule.

For the purpose of promotion, a Departmental Promotion Committee, verifies and computes the API of the candidates. The External Screening committee approves the promotion of the candidates and the proposal for promotion is sent to the DHE for necessary action. For non-teaching staff, the proposal for promotion is sent by the Principal to the DHE on the basis of performance and seniority.

(5) **Grievance Redressal Mechanism:**

The grievances of the student are resolved by Grievance Redresssal Cell in consultation with the Principal.

File Description	Document
Any additional information	[View Document]()
Link for 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: A. All 5 of the above

File Description	Document
Screen shots of user interfaces	[View Document]()
ERP Document	[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:

There are several committees and cells in the institution to look after the academic, co and extra-

curricular and extension work of the college. The effectiveness of such cell are evident from the following example:-

An example:-

The Women's Studies Cell is an important cell of the institution which works for women empowerment. The cell organizes workshops and trainings for the students of the college as well as for the women of neighbouring area which would help them in empowering themselves.

In a meeting of the cell held on 13/9/14 it was decided to organize a workshop on 'Modern Fabric Painting and Design'.

The minutes of the meeting were as follows:-

- A one –week workshop will be organized on 'Modern Fabric Painting and Design'.
- Local craft expert Mr.PoragjyotiKonwar will be invited as the instructor.
- Workshop will be open for third and fifth semester students.
- The women of the neighbouring area will also be invited to participate in the workshop.

Accordingly the workshop was successfully organized from 22/09/14 - 27/09/14 by the Womens' Studies Cell in the college premises.

The Principal granted Rs 10,000/- for the workshop. 34 numbers of students and women from different neighbouring areas participated in the workshop. Mr.PoragjyotiKonwar conductedthe workshop andtrained the participant about various aspects of fabric painting and design.

Above is an example of an activity successfully completed by 'Womens' Studies Cell' based on the minutes of the cell.

File Description	Document
Link for 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:

Response:

There are several welfare measures like Provident fund, Pension, gratuity etc. for the teaching and non-teaching staff as per the directives of the Govt. of Assam. In addition to these, the college has the following welfare schemes of its own:

- **Group Insurance Scheme:**

Besides the group insurance scheme of the Govt. of Assam, the college has another life covering group insurance scheme GSLI (Group insurance under LIC of India) for the employees of the college.

- **The DCB Girls' College Employees' Cooperative Mutual Benefit Fund Society:**

This is a cooperative society constituted for the welfare of the staff of the college. The staff members deposit a certain amount of contribution monthly to the society. The MBF Society gives loan to its members when necessary at nominal rate of interest. There are two types of loans given to the members: short term and long term. The loan given to the employees is insured at a nominal premium.

During the year 2016-17, Rs 10, 65,000/ has been disbursed as short term loan and Rs.75, 90,000/ as long term loan.

There is also a welfare fund under MBF society from which one time financial assistant is offered to the employees facing serious health issues.

- **Teachers' Unit:** The teachers' unit of the college also takes initiative to help the members financially in emergency situations.
- **Health Center:** There is a health center in the college premises for the benefit of students and staff.
- **Stationary Store:** The authority of the college has taken initiative to open a store in the campus with all essential stuff so that the staff and the students face no problem in case of emergency during the college hour.
- **Preferential Admission:** There are a few reserves seats in the college in which the children of the staff members are given preference.
- **Yoga and Meditation Cell:** There is a Yoga and Meditation cell in the college which arranges workshops that helps in the wellbeing of the mental and physical health of the staff members and students.

File Description	Document
Link for Additional Information	[View Document](#)

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: 3

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
05	3	3	1	3

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: 12.16

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
13	6	6	4	6

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

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

Response:

- **Individual and Departmental Profile**: The teaching staff submits individual profile annually to the IQAC stating all their academic and other activities during the year. The departmental profile is also submitted to the IQAC annually.
- **Students' feedback:** Feedback from students are collected annually by the IQAC. The Principal after going through the report convenes the concerned teacher to discuss about the lacunae and suggests measures to rectify the shortfalls.
- **Confidential Reports**: The performance of the teaching and non-teaching staff is evaluated by the Principal based on her overall observation, student's feedback and grievances by the students. The annual confidential report of each the staff members is prepared by the Principal accordingly.
- **Grievance Report:** The performance level of the teaching and non-teaching staff is also assessed from the grievances of the students' suggestion box.

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

- The audits of the college are done in two layers as follows:

1. Internal audit: The audit of the accounts of the college is done every year. The authority appoints a local firm for conducting internal audit and accordingly the firm checks thoroughly the financial transactions of the college and prepares a report every year. The report is then placed before the governing body for approval. If there is any audit objection in the report then it is settled by the Governing Body through discussion.
2. External audit: - The audit of the accounts of the college is also done by an external government authority in every 3 to 4 years. The college invites the office of the Accountant General to do the financial audit of the college. Accordingly they audit the account and submit the report to the higher authority of the AG office. The audit objection if any is settled by the college authority with

the help of AG office.

The internal audit reports have been uploaded.

File Description	Document
Link for Additional Information	[View Document](#)

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: 8.99

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
7.24	0	1.75	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	[View Document](#)
Any additional information	[View Document](#)

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

Response:

* Our college is a provincialized college and gets salary grant for the staff from the government. This is the main source of revenue of the college.

* Moreover it gets special infrastructure grant from the Govt. of Assam under various schemes.

* In addition, the college gets financial grants from UGC and RUSA for infrastructure development and for some academic programs.

* The college gets financial grants from Dibrugarh University, under which the college is affiliated, for running the semester examinations and examination Zones.

- The college earns small revenue from the examinees as examination centre fees which is utilized for different examination works.

- Besides these grants, the college generates revenue from tuition fees, electricity fees, laboratory fees etc. from the newly admitted students.

- The revenue is also earned from self-financed and one diploma course (PGDCA).
- Some external authorities conduct different Departmental and Competitive examination at our college on holidays. The college earns revenue from these agencies as venue charges.

- Revenue is earned from the college hostel in the form of seat rent.

- Moreover the alumni of the college contribute to the college as donation.

Optimum Utilization:

For Optimum utilization of resources an annual budget is prepared and placed before GB. The GB approves the budget and authorizes the Principal for further pursual.

The total resources either in the form of grant from Govt., UGC, RUSA etc. or revenue collected from various sources are deposited in different heads. The expenses for different purposes like infrastructure, sports and co-curricular activities, student's welfare, examination, academic activities, laboratories, library, NCC, NSS are done from respective heads.

Decision about the major expenses is taken by the Principal in the meeting of the concerned committee. The Principal has the discretion to incur expenses for different academic and administrative activities of day to day nature.

A major portion of the resources is used for the payment of salaries of the staff. The college has to bear a major amount as salary to the contractual staff.

There are some regular expenses like electricity expenses, laboratory expenses, for security purpose, stationeries etc. which are done from the respective heads.

An amount of the resource is used for infrastructure development and maintenance by the college.

The Principal disburses money judiciously for conducting internal examination.

The college also utilizes a portion of its resources for the welfare of the students. It has a student aid fund which offers financial help to the needy students. An amount of student welfare fund is used for different sports and co-curricular activities which helps the students in their overall personality development.

The college has to incur expenses for laboratory materials and equipment on regular basis.

For improvement of quality of education the college sanctions a large amount of money for development of the college library. Necessary books according to the changing syllabi and references are bought

regularly for the college library.

This resource generation and utilization is regularly audited by an internal auditor as well as by the government agencies for transparency of the utilization of fund.

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:

As per the directive of NAAC the IQAC of the college was set up in 2004 .The main objective and the responsibility of IQAC is to ensure the post accreditation quality sustenance and the overall consistent quality improvement of the institution.

The IQAC sets its goals towards quality enhancement of the academic as well as the overall environment of the institution and accordingly chalks out necessary plans for that at the beginning of the year.

Two practices in the college that have come out as IQAC initiatives are as follows:-

1. **An International Journal:**

The IQAC felt that the quality of education enhances significantly with increased research work of the teachers .Our institution always encourages teachers for research work. To give more emphasise on research work and to encourage the teachers for it, the IQAC decided to publish a peer reviewed multidisciplinary International research journal. The journal was titled as 'INTUIT' and it was first published in 2012 with ISSN-2319-2097.

Starting from 2012, the journal has been published every year till 2018. A number of valuable research articles from renowned academicians of international repute have been published in the journal. New researchers from college and outside have been benefited a lot from this journal according to the feedback.

2. **Morning Assembly:-**

A student's overall personality development depends both on her/his mental and physical health. The motto of our institution is to educate the womenfolk of the area with proper education and shape them to be a good citizen for a better society. Keeping this in mind the IQAC decided to reintroduce the practice of

'Morning Assembly' among the students of the college from 2017 which was a regular practice in earlier years. There is a 'Morning Assembly' committee to conduct and supervise the regular practice of the assembly. The morning assembly is held once in a week from 8-45am to 9am.

File Description	Document
Any additional information	[View Document](#)

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:

Teaching learning reviews:

The teaching and learning is the core area of the activities of college .The authorities therefore takes measures through IQAC to improve the teaching learning process through various ways.

- Planning of academic and the co and extra curricular activities by preparing the academic calender .
- Monitoring the progress and timely completion of the syllabus.
- Mid–term examinations, group discussions and home assignment ,class tests etc.
- The evaluation of teachers' performances through students' feedback.

An example of teaching learning reviews through IQAC:

Students feedback is an important tool for continuous upliftment of teachers .Therefore IQAC annually collects feedback of the students regarding the quality of education imparted to them .With this purpose feedback is collected from students in prescribed formats. A bunch of questions are put in the feedback form regarding the teachers performance, library, other campus facilities, etc. The identities of the students are not disclosed in this format so that they can freely express their views without inhibition. The feedbacks thus collected are analysed by the IQAC and subsequently the report is submitted to the Principal. Based on this report, the Principal discusses with the teacher and necessary action to taken.

Teaching learning Reforms:-

The college has been constantly trying to improve its teaching learning environment.

Based on the reviews of the teaching learning process the IQAC finds out following reformative measures to improve the prevailing teaching learning process.

- Remedial classes for weaker students.
- Special classes to mentor the students.
- The IQAC in its meetings asks the teachers to complete the syllabus before the second sessional examination as far as possible. The timely completion of the syllabus is a major concern for the students as seen from their feedback.
- It was found in the feedback analysis that students are dissatisfied with the number of books issued to them. Therefore the IQAC requests the library authority to issue more books to the students.
- Book-fairs are arranged in the campus, so that the students have easy access to different books and also to the references.
- Students are encouraged for active participation in seminar, workshops etc. so that they can have the idea about the recent developments of the subjects. They are also taken for industry visit, educational excursion to provide first-hand knowledge.

An example of teaching learning reform:

The IQAC is committed for quality sustenance and quality enhancement in the institution .For this purpose, IQAC has taken few steps for teaching learning reforms. One of such measures under IQAC initiative is 'Student as tutor' programmes. In this practice, senior students who perform very well in the semester exams are asked to take classes for the junior students. It has been observed that this method is very beneficial for the student tutors as well as for the receivers .This practice inspires the students very much to perform well so that they can get the 'student tutor' status in the next semester . They also learn time management, communicative skill etc from such programs which helps them in their future carrier.

File Description	Document
Link for Additional Information	[View Document](#)

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

Response: 9.6

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
9	8	12	11	8

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	[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
e-copies of the accreditations and certifications	[View Document](#)
Details of Quality assurance initiatives of the institution	[View Document](#)
Annual reports of 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:

D.C.B girls' college Jorhat was re-accreditated under the second cycle in the year 2011. The peer team laid down their analysis, which was overall satisfactory. Moreover certain measures for quality enhancement of the institution has been recommended. As per the recommendation laid down initiatives has been taken in several aspects.

Being an undergraduate college affiliated to Dibrugarh University, the college has applied for Post-Graduate Diploma Course in Computer Application (PGDCA). Accordingly the course was started from the year 2017. Moreover the college had applied for Post-Graduate courses in Assamese, Botany, Physics

and Economics and recommendation by the University is pending yet. P.G. classes have however started under KKHSOU(Krishna Kanta Handique State Open University) in the courses Education, Political Science and Assamese from the year 2015.

The NAAC peer team had recommended the establishment of a language laboratory. Keeping in view of the necessity of such a laboratory, the college has started its establishment which is nearing completion.

The number of faculty members engaged in research work has also increased during the last five years. The total percentage of Ph.D. holders has increased from 28.79% in 2011 to 44.31% of the total teachers till the current year.

In the field of Information and communication Technology the college has progressed tremendously. The number of ICT enabled smart class-rooms has increased from 2 to 9 in the year.

The faculty members took much interest in publication works during the last five years, and hence the number of publication works in standard, referred Journals and text books increased from 55 nos. in 2011 to 122 numbers within this period.

Infrastructural development has also been remarkable during the post – accreditation.

The number of classroom has increased from 24 to 34. Of late the college has increased its land area by purchasing a land measuring approximately two kothas along with a building in it adjacent to the existing college premises. A state-of-art conference room has been constructed. Due to dearth of land space, R.C.C. buildings have been constructed.

Library has been digitalized, enabling the students to download question papers and study materials online.

File Description	Document
Any additional information	[View Document](#)

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: 11

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
4	2	1	2	2

File Description	Document
Report of the event	[View Document](#)
List of gender equity promotion programs organized by the institution	[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:

As a Girls' college, the institution is very sensitive to the safety and security of the students, highly concerned about the academic and psychological well-being of the learners, and values the comfort level of its pupils. To maintain a healthy academic atmosphere free of fear, stress and discomfort, the institution has been working all along in the following specified areas:

Safety and Security:

  1. For a safe and secured campus the College has hired the services of an **Assam Police approved private security agency.** Its trained personnel man the campus 24x7.
  2. Video surveillance in the form of **active CCTV cameras** is deployed in the nook and corner of the campus.
  3. **Floodlights** make the campus full lighted.
  4. Sufficient number of diesel powered **generators** for uninterrupted power supply.
  5. Functional **fire extinguishers** installed in key positions.
  6. **Electrical devices** regularly maintained.

7. **Helpline numbers** are displayed in the campus and webite.
8. For all outstation trips like excursions, field's studies, study tours, co-curricular activities etc., **ladies teachers mandatorily** accompany the students.
9. **Self defence training** imparted from time to time.
10. Zero tolerance for all ragging related matters as an **anti-ragging** committee keeps constant vigil.

Counselling:

1. Career Counsellling Cell provide **information on future career prospects.**
2. Desirous students are **guided for organising their studies and plan effectively for examinations**
3. Female teachers provide counselling on **issues relating to the weaker gender.**
4. Students are guided to **file RTI applications** for procuring certified copies of answer scripts from the Office of the Controller of Examinations, Dibrugarh University.
5. Students are informed and guided to visit the Nationl Scholarship Portal for applying to various **on line scholarships like the UGC "IshanUday" Special Scolarship for North Eastern Region (NER).** A good number of our students have continuously availed this NER based scholarship since 2014-15.
6. Some departments like English have sucesfully counselled and motivated their students to enrol in free online courses offered on the **UGC Massive Open Online Courses (MOOCs) platform SWAYAM.** Four semester batches (2017-18)have availed this path breaking opportunity.

#Common Room:

The College recognises the need of a spacious and well –furnished Common Room for the students to indulge in healthy discussions, relax, refresh, socialise, play games and unburden themselves from the rigours of classroom attendance .Despite accepting the fact that limited land resources and insufficient funds have stood as a tumbling block in providing a common room which is large and carries a feel good factor about it. Alternately, the auditorium has to be kept open as the second common room to accommodate the numbers. The present Common Room has the following amenities:

1. It is fitted with a large screen LCD television with DTH connectivity.
2. Indoor games like table tennis, carom boards, Chinese checkers, and chessboards.
3. Life size mirror for dressing and grooming.
4. Washrooms adjacent to the common room.
5. Wall-mounted Water Purifier for safe drinking water.

File Description	Document
Any additional information	[View Document](#)

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 25

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

Response: 15

7.1.3.2 Total annual power requirement (in KWH)

Response: 60

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: 14.95

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

Response: 1057

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 7070

File Description	Document
Details of lighting power requirements met through LED bulbs	[View Document](#)
Any additional information	[View Document](#)

7.1.5 Waste Management steps including:
- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

 # Solid waste management: The solid wastes accrued in the campus are first collected and dumped in a garbage dumpster to be eventually carried away by garbage disposal vehicles of the Jorhat Municipal Board. However, the College has now constructed its own incinerator because of inconsistency in the municipality service. Kitchen waste generated from the hostel is used for Vermicompost.

#Liquid waste management: Sewage generated from the girls' hostel, canteen and other sources are drained into soak pits located in various parts of the campus.

 # E-waste management: Under certain exchange schemes, some electronic wastes are replaced with new ones. The rest are taken care of by scrap dealers for safe disposal.

File Description	Document
Any additional information	[View Document](#)

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Devicharan Barua Girls' College, Jorhat is located at a rainfed area in the central part of the Brahmaputra Valley. Due to its situational advantage of being located in a rain surplus area, the need for building rain harvesting structures has not been felt. However, the pond located at the bosom of the College serves as a natural rain water storage body, the water of which is used for different purposes like watering flower plants as well as running water supply etc. Furthermore, the water of the pond is used for all the construction works.

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:

 # Student staff using

1. **Bicycles:** Some students and a few teaching and non-teaching staff use bicycles as their favoured mode of commuting.
2. **Public Transport:** The College has a large presence of students from districts like Sivasagar, Golaghat, Majuli, Charaideo, KarbiAnglong and Dibrugarh . These students generally lodge in the campus hostel and in paying guest homes, private hostels, rented houses etc. located in the vicinity of the campus. They come walking to the College. The rest from within and outside the township take public transport services.
3. **Pedestrian friendly roads:** Roads connecting the campus buildings are all-weather and pedestrian friendly.

 # Plastic–free campus: As use of plastic is rampant in this township, the College much to its dislike cannot have total control over plastic use in the campus. As an alternate measure , the College Canteen is encouraged to use paper cups and plates ,sell cold drinks stored either in glass bottles or in tetra packs .

#Paperless office: The process of transition to a paperless administration has started in right earnest as most of the communications to the Directorate of Higher Education, district Treasury, banks and to various academic and administrative departments of the affiliated University take place in the digital mode. Switchover to the electronic mode of voting instead of the ballot paper type in the elections to the students' union is the biggest achievement in the endeavour towards being paperless. Reams of paper have been saved in the entire process. However, the complete changeover to a paper free administration is only likely to see the light of the day in a couple of years from now.

 # Green landscaping with trees and plants: Paucity of land has stood as a bottleneck for realising a green campus with abundant number of trees and plants. Whatever little space is at disposal, it is used at its optimum level. Planting of seasonal flowers in tiny spaces of vacant lands, fruit trees around the banks of the College pond lend certain shades of green ambience to the otherwise concretised campus.

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

Response: 0.19

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
.48000	.18000	.18000	.18000	.38000

File Description	Document
Green audit report	[View 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: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	[View Document](#)
link to photos and videos of facilities for Divyangjan	[View Document](#)

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

Response: 12

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
02	01	03	02	04

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	[View Document](#)
Any additional information	[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: 9

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
2	2	1	2	2

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](#)
Any additional information	[View Document](#)

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

Response: Yes

File Description	Document
Provide link to Courses on Human Values and professional ethics on Institutional website	[View Document](#)

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: 33

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
07	08	5	7	06

File Description	Document
List of activities conducted for promotion of universal values	[View Document](#)
Any additional information	[View Document](#)

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

Response:

Independence Day, Gandhi Jayanti and Republic Day are the three major national festivals observed by the College. During the Independence and Republic days, the tricolour is hoisted by the Principal and the members of the staff and students sing the national anthem. It is followed by a talk on the significance of these two red letter days in the history of India. Birth anniversary of Dr.SarvapaliRadhakrishnan which is

widely celebrated as the National Teachers' Day is also solemnised with fervour. On this auspicious day, teachers of the college are felicitated by the students and a joint cultural programme is held to mark the occasion. The birth anniversary of the Father of the Nation starts with a lighting of the ceremonial lamp and floral tributes. Talks are arranged on the relevance and appeal of Gandhian philosophy.

Birth and death anniversaries of three great cultural luminaries of the state-KalaguruBrishnuRabha, Jyoti Prasad Agarwalla and Bharat Ratna BhupenHazarika are celebrated with great fervour. Talks eulogising the contributions of BrishnuRabha and Jyoti Prasad Agarwalla to Assamese Culture are organised to mark their birth anniversaries. On the occasion of the death anniversary of BhupenHazarika , talks, skits and music programmes are arranged to pay tribute to the "Bard of the Brahmaputra" . Beside these, the 150th birth anniversary of LakhminathBezboruah, the pioneer of modern Assamese literature was celebrated on 2015.

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

Response:

Financial transparency: All purchases made under grants from agencies or from funding internal resources are executed after receiving approvals from the Purchase Committee (PC) consisting of two faculty members and Heads of Departments. Generally equipments are purchased from the list of firms recommended by the PC. In some cases, both general and E-tenders published in the College notice board and website respectively are resorted to. Stock registers are maintained for all the procurements. To ensure financial statements are accurate and complete, internal and external audits are done periodically.

Academic transparency: Academic matters have transparency in every aspect as various academic committees are in place. Internal examinations are conducted in a fair, transparent manner. Students are empowered to seek revaluation by applying to the Head of Department of the concerned departments if they are not satisfied with the marks obtained.

Administration transparency: Major administrative decisions are taken by convening meeting of the Governing Body. Prior consultation is made with the Heads of Departments for other minor administrative matters. Proceedings of all these meetings are duly recorded in Proceeding Registers.

7.2 Best Practices

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

Response:

1. USE OF COMPUTERISED VOTING MACHINES IN STUDENTS' ELECTION

Title of the practice: Voting by mouse clicks

Objectives of the practice: To inculcate the habit of active participation of women in the democratic

process of adult franchise of the state as well as the country.

The Context: The software has been developed in the college itself to orient the maiden voters about electronic system. The miniature rehearsal will familiarise and create interest among young voters to make use of the voting rights judiciously in the State Legislative Assembly and Parliamentary elections.

The Practice:

- A mock poll before the scheduled start of voting is conducted in the presence of the contestants to ensure the fairness of the recording machines.
- Students press the allotted buttons in the keyboard earmarked against the names and images of the contestant candidates displayed on the computer screen.
- The process continues till votes are cast for each of the posts.
- Students are also given the NOTA (None of the Above) option if they are not at all satisfied with the candidates.
- After the scheduled closure of voting, the central server is sealed in the presence of the candidates and polling agents.
- For the declaration of the results, the server is reopened in the presence of all concerned and results are displayed on a large LCD screen.

Evidence of Success:

- Robust student participation as more than 80% cast their franchise.
- Massive turnout in JorhatLokSabha Constituency (75%) in 2014 and Jorhat Legislative Assembly Constituency (79%) in 2016 suggests that these enthusiastic young voters were also a part of the voting process.
- Cost of printing of ballot papers and the secrecy involved in the entire printing process no longer exist.
- Precious time is saved as the results could be declared in a few minutes.
- As the whole electoral process could be completed in broad daylight, i.e. by 3 pm, post poll skirmishes, if any, between rival candidates could be minimised to bare level.
- Human error and carelessness in casting may lead to cancellation of the vote in ballot paper system. But in this electronic medium there is no scope for any cancellation. The value of the vote is retained.
- Software produced by the Computer Department of the college has been widely appreciated. Three other colleges in the district are already using the software developed by the Computer Department.
- This practice is a part of green iniciative of the college to enhance paperless transaction.

Problems Encountered and Resources Required:

- Though no problems have been encountered in implementing this practice, certification of the software as being tamper-proof need to be explored in the future.
- It is not an expensive practice, rather a cost saving exercise in terms of money spent in printing ballot papers.

2. PROMOTION OF MORAL VALUES

Name of the Practice: *Morning Assembly*

Objectives of the Practice:

- To instil moral values among students
- To develop sense of belongingness and unity
- To foster spirit of patriotism and national integration
- To build powers of concentration, meditation and reflection

The Context

Gross materialism has resulted in erosion of values. Cherished values like respect for elders, honesty, propriety, courtesy, decency, righteousness etc. are fast losing ground and the young generation are less inclined towards them. In the absence of values, the youth are likely to fall prey to those divisive and anti-social forces out to create instability in the society. In context of the above, the practice has promise and conviction to mould the young generation on the need for maintaining values and self-discipline, and to strive for developing a spirit of harmony and national integration.

The Practice

A weekly **Morning Assembly** is **conducted** from 8:30am to 8:50am, prior to the commencement of regular classes. The practice includes:

- Morning prayer(Parthana)
- Thought for the day
- Reading of news headlines in Assamese /English
- Speeches on values, important topics etc.
- Singing of National Anthem/Assamese National Song (JatiyaSangeet)
- Singing of College Anthem

Evidence of Success

- Gradual increase in the participation of students in the Morning Assembly
- Attendance in morning classes have increased remarkably

Problems Encountered and Resource Required

- Duration of the practice has been made short due to time constraints as students from distant areas are unable arrive before 8:30 am
- As duration of practice is collective and confined to just 20 minutes a week, individual participation of students is not possible.

File Description	Document
Link for Additional Information	[View Document](#)

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:

DCB Girls' college has made a niche for itself as a Centre of Women Empowerment in upper Assam. The college is located in Jorhat district of Assam, which is the second intellectual hub of the State, next to Guwahati. The vision of this college is empowerment of women in all aspects so as to make them fit to compete with their male counterparts in the new world order. The primary focus of this institution is to disseminate higher education to strengthen the women power of Jorhat and its rural neighbourhood. The institution is blessed to have students from different districts of its neighbourhood, from urban areas as well as from rural background which provides a healthy platform to the students for personality development as they get enough opportunity to interact with students from various culture, social background and strata. Along with the vision, the college has also been incessantly trying to communicate its mission of providing education by exploring the inner talents of the students of the college and the neighbouring areas. Apart from imparting education, the institution also initiates different awareness programmes on social, economic, cultural and political aspects for the all round development of its students.

The institution maintains its distinctiveness by involving wholeheartedly in the process of teaching and learning. Education is the manifestation of the inherent potentialities of human being. At the present time, education is blended with technology. The institution does not deny this fact because it is the need of the time and therefore provides the necessary infrastructure and resources for the use of technology in teaching-learning. But, along with this, the college also emphasises on imbibing value based education among the students. Moreover, the faculty members of the college realise the necessity of imparting knowledge not only in the college campus but also in the neighbouring schools to empower future generation and for the development of the society as a whole. Necessity is felt to foster the process of teaching and learning by creating an academic bond between different schools and this college. The institution initiates different programmes that lead to capacity building of the students of the college as well as of other institution and also of the community at large.

Keeping the vision, priority and thrust of the college in mind, the faculties of Science stream started a programme for the popularisation of Science and Mathematics in the grass root level in 2007. Teaching Science and Mathematics in school level is a huge challenge as the students hail from rural background and there is always a fear for pursuing Science and Mathematics in higher level. In order to develop scientific temperament at the grass root level, and to popularize Science and Mathematics, the faculty members of the Science stream regularly conduct a series of classes in the neighbouring schools specially for the students of class IX and X. These science popularisation programmes have received a positive response from the students as well as from the school authority. Moreover, majority of the school students also lag behind in English and literature. The faculty members of English and Bengali also take classes in different schools for the development of literature. The following schools have already been benefitted under this programme of popularisation of Science, Mathematics, English and Bengali:-

(1)Borbheta High School

(2)Namdeori High School

(3)DCB Girls' High School

(4) Tekela Gaon High School

(5)Lakhi Union School

(6)Cinnamara Jatiya Vidyalaya.

These strenuous efforts of the teachers have of late been recognised even by the Government of Assam. As a mark of appreciation for this institutional distinctiveness, a number of teachers of the college were felicitated with the coveted Organic Linkage Award by the Department of Higher Education, Government of Assam on the occasion of Teachers Day in 2016. As it is a continuous process, the college is planning to involve more departments of the college in this programme in near future.

5. CONCLUSION

Additional Information :

DCB girls' college has carved a niche for itself as a symbol of unity. The college has gained this reputation because of its amicable relationship among all the stake holders specially teaching staff, non teaching staff and the students and the sense of togetherness while representing the college in any occasion or event.

Concluding Remarks :

Education has always been considered as an agent of social change. A society becomes more powerful when a woman becomes educated and empowered. Devicharan Barua Girls' College, being the first women college in Upper Assam has been striving to spread education and empower women since its inception in 1955. Besides structured curriculum, the college undertakes a number of programmes annually to impart life skills such as unity, sharing, leadership, ethics ,critical thinking etc. which prepare the students to face the challenges of life. Under its extension programmes, the college offers various vocational training to local residents especially women besides undertaking Science, Mathematics and Literature popularization programmes in neighbouring schools. Thus, with its dedicated teaching and non-teaching staff, the college has been acting as a successful change agent not only for the students, but for the community as a whole.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
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 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 Answer before DVV Verification: <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>5</td><td>5</td><td>0</td><td>0</td><td>1</td></tr></table> Answer After DVV Verification : <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>04</td><td>5</td><td>0</td><td>0</td><td>1</td></tr></table>
1.2.1	Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years 1.2.1.1. How many new courses are introduced within the last five years Answer before DVV Verification : 6 Answer after DVV Verification: 23 Remark : The HEI has introduced BSc(Computer Science) and PGDCA in 2014 and 2017. Hence all the courses of these are new courses are introduced within the last five years. With some courses common the number would be 23.
1.3.3	Percentage of students undertaking field projects / internships 1.3.3.1. Number of students undertaking field projects or internships Answer before DVV Verification : 195 Answer after DVV Verification: 55 Remark : As per the HEI data attached with the Metric in response.
1.4.2	Feedback processes of the institution may be classified as follows: Answer before DVV Verification : B. Feedback collected, analysed and action has been taken Answer After DVV Verification: B. Feedback collected, analysed and action has been taken
2.4.2	Average percentage of full time teachers with Ph.D. during the last five years 2.4.2.1. Number of full time teachers with Ph.D. year-wise during the last five years Answer before DVV Verification: <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr></table>

23	25	27	27	27

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
21	22	26	27	27

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

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:

2017-18	2016-17	2015-16	2014-15	2013-14
2	5	1	3	2

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
00	5	00	00	00

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)

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
0	0	15.95	2.85	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	07.7	2.85	0

Remark : The HEI has not provided any additional supporting document or Grants for research projects sponsored by the non-government sources of any kind. What the link opens is the audited detailed account balance sheet rather than grants.

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
3	3	2	2	1

Answer After DVV Verification :

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

3.3.2	The institution provides incentives to teachers who receive state, national and international recognition/awards Answer before DVV Verification : Yes Answer After DVV Verification: Yes

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
20	27	20	17	22

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
15	20	18	14	22

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
1	10	10	14	10

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
11	05	12	08	08

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	5	0	0

Answer After DVV Verification :

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

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
	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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
12	17	7	9	18

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
07	11	08	03	08

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
	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

Answer before DVV Verification:

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

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
35	80	0	90	12

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

4.1.3.1. Number of classrooms and seminar halls with ICT facilities
Answer before DVV Verification : 9
Answer after DVV Verification: 09

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

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

4.1.4.1. Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)
Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
60.50000	64.00000	65.00000	67.00000	60.48000

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
38.93	10	00	20.53	13.06

Remark : The HEI was requested that The attached data did not convey any meaningful information about infrastructure augmentation, excluding salary year-wise. The HEI was advised to reconcile and provide balance sheet highlighted for the type of expenditure i.e. infra-structure augmentation signed by the CA and the principal. However the HEI has not acceded the request. The HEI data attached does not explicitly read expenditure for infrastructure augmentation.

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
3.31725	1.34846	.19193	.32437	1.49003

Answer After DVV Verification :

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

| 3.32 | 1.35 | 0.20 | 0.33 | 2.35 |

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

4.2.5	Availability of remote access to e-resources of the library Answer before DVV Verification : Yes Answer After DVV Verification: Yes
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: {{TABLE1}} Answer After DVV Verification : {{TABLE2}}
5.1.2	Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years 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 Answer before DVV Verification: {{TABLE3}} Answer After DVV Verification : {{TABLE4}}
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. 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 Answer before DVV Verification:

TABLE1:

2017-18	2016-17	2015-16	2014-15	2013-14
133.24275	122.95252	139.20192	202.51876	152.11643

TABLE2:

2017-18	2016-17	2015-16	2014-15	2013-14
47.77	69.71	32.35	20.10	6.68

TABLE3:

2017-18	2016-17	2015-16	2014-15	2013-14
76	118	114	105	93

TABLE4:

2017-18	2016-17	2015-16	2014-15	2013-14
24	77	62	55	45

2017-18	2016-17	2015-16	2014-15	2013-14
3	5	1	2	0

Answer After DVV Verification :

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

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
115	117	113	113	113

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
03	04	02	02	02

5.4.2	Alumni contribution during the last five years(INR in Lakhs) Answer before DVV Verification : 4 Lakhs - 5 Lakhs Answer After DVV Verification: <1 Lakh

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

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

Answer before DVV Verification:

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

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
06	03	03	03	03

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
4	4	3	1	3

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
05	3	3	1	3

| 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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
20	22	18	15	12

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
13	6	6	4	6

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
5	2	1	2	3

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
4	2	1	2	2

| 7.1.3 | Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy |

	sources
	7.1.3.1. Annual power requirement met by the renewable energy sources (in KWH) Answer before DVV Verification : 25 Answer after DVV Verification: 15 7.1.3.2. Total annual power requirement (in KWH) Answer before DVV Verification : 60
7.1.10	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 Answer before DVV Verification: 	2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
6	6	5	5	6 | Answer After DVV Verification : | 2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
02	01	03	02	04	 Remark : As per the data attached with the Metric in response. Field visit to Hatisali, kaziranga and Budhist village additionally considered in 2016-17.
7.1.12	Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff Answer before DVV Verification : Yes Answer After DVV Verification: Yes
7.1.13	Display of core values in the institution and on its website Answer before DVV Verification : Yes Answer After DVV Verification: Yes
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 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 Answer before DVV Verification: 	2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
11	12	5	7	10	

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
07	08	5	7	06

2.Extended Profile Deviations

ID	Extended Questions
1.1	Number of courses offered by the institution across all programs during the last five years Answer before DVV Verification : 36 Answer after DVV Verification : 270
1.2	Number of programs offered year-wise for last five years Answer before DVV Verification: <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>36</td><td>35</td><td>34</td><td>34</td><td>34</td></tr></table> Answer After DVV Verification: <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>15</td><td>14</td><td>14</td><td>14</td><td>14</td></tr></table>
2.1	Number of students year-wise during the last five years Answer before DVV Verification: <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>1562</td><td>1613</td><td>1538</td><td>1472</td><td>1451</td></tr></table> Answer After DVV Verification: <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>1562</td><td>1613</td><td>1538</td><td>1712</td><td>1451</td></tr></table>
2.2	Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years Answer before DVV Verification: <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>690</td><td>690</td><td>690</td><td>690</td><td>690</td></tr></table> Answer After DVV Verification: <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>276</td><td>276</td><td>276</td><td>276</td><td>276</td></tr></table>

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
392	354	406	372	507

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
468	417	404	431	521

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
55	57	58	58	63

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
55	57	58	59	63

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
66	68	68	68	68

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
66	68	68	68	68

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