



Yearly Status Report - 2018-2019

Part A

Data of the Institution

Part A	
Data of the Institution	
1. Name of the Institution	DEVICHARAN BARUA GIRLS COLLEGE
Name of the head of the Institution	Dr. Jinamoni Bhuyan
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03762371031
Mobile no.	9435092144
Registered Email	devicharan1@yahoo.com
Alternate Email	jinajrt@gmail.com
Address	K.K.Barua Road, P.O. Jorhat, Pin: 785001
City/Town	Jorhat
State/UT	Assam
Pincode	785001

2. Institutional Status																			
Affiliated / Constituent			Affiliated																
Type of Institution			Women																
Location			Urban																
Financial Status			state																
Name of the IQAC co-ordinator/Director			Dr. Momi Dutta Kotoky																
Phone no/Alternate Phone no.			03762371031																
Mobile no.			8011620745																
Registered Email			momiduttakotoky@gmail.com																
Alternate Email			momidutta10@rediffmail.com																
3. Website Address																			
Web-link of the AQAR: (Previous Academic Year)			http://dcbgirlscollegejorhat.org/IOAC/AQAR2017-18.pdf																
4. Whether Academic Calendar prepared during the year			Yes																
if yes,whether it is uploaded in the institutional website: Weblink :			https://dcbgirlscollegejorhat.org/PDFs/academic%20cal%20and%20holiday.pdf																
5. Accrediation Details																			
<table border="1"> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> <tr> <td>3</td> <td>B+</td> <td>2.59</td> <td>2019</td> <td>15-Jul-2019</td> <td>14-Jul-2024</td> </tr> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	3	B+	2.59	2019	15-Jul-2019	14-Jul-2024
Cycle	Grade	CGPA	Year of Accrediation	Validity															
				Period From	Period To														
3	B+	2.59	2019	15-Jul-2019	14-Jul-2024														
6. Date of Establishment of IQAC			03-Jul-2003																
7. Internal Quality Assurance System																			
<table border="1"> <tr> <th colspan="3">Quality initiatives by IQAC during the year for promoting quality culture</th> </tr> <tr> <th>Item /Title of the quality initiative by IQAC</th> <th>Date & Duration</th> <th>Number of participants/ beneficiaries</th> </tr> <tr> <td>Feedback from</td> <td>24-May-2019</td> <td>354</td> </tr> </table>						Quality initiatives by IQAC during the year for promoting quality culture			Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries	Feedback from	24-May-2019	354					
Quality initiatives by IQAC during the year for promoting quality culture																			
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries																	
Feedback from	24-May-2019	354																	

Stakeholders	1	
IQAC Meeting	29-Sep-2018 1	12
IQAC Meeting	30-Nov-2018 1	31
IQAC Meeting	15-Dec-2018 1	20
IQAC Meeting	02-Mar-2019 1	18
IQAC Meeting	17-May-2019 1	30
IQAC Meeting	22-May-2019 1	20
IQAC Meeting	27-May-2019 1	18
View File		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
D.C.B. Girls' College, Jorhat	Higher Education	State Project Director	2018 365	116425
DCB Girls' College	Admission Fee	State Govt	2019 365	3469288
DCB Girls' College	Excursion, magazine	DHE State Government	2019 365	168675
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	7
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

- Organised IQAC Meeting with the faculty members regarding the NAAC 3rd Cycle visit.
- Organized Community Outreach Programme as a part of institutional social responsibility.
- Submission of AQAR and SSR reports for Assessment and Accreditation purpose.
- Initiated programmes on Career Counselling and placement.
- Special importance on blended mode of learning.

[View File](#)**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achivements/Outcomes
f. Publication of the next	Volume VII of 'INTUIT' - A peer reviewed multidisciplinary
f. Special importance on blended mode of learning	Most of the faculty members have used ICT for teaching learning and prepared study materials
e. Thrust on publication of Research papers/ Articles, books etc.	Faculty members have published papers in various ISSN/ISBN, Peer Reviewed Journals.
d. Community Outreach Programme and institutional social responsibility	A number of Community Outreach Programme have been carried out in neighbouring areas by Women Study Cell, Alumni Association, NCC, NSS and various departments of the college.
c. Construction of laboratory for Education department	Laboratory for Education is constructed.
b. Construction of new class rooms and laboratory	Construction of laboratories for Physics, Botany and Zoology department is completed.
b. To arrange popular talk programme	A number of popular talk programmes have been organised.
a. Organization of National/ International/State/ Local level Seminar/ Workshop	Organized a state level workshop on 'Research methodology: Methods and Techniques' on 25 06 2018.
View File	

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body	11-Aug-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to

No

assess the functioning ?	
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2018
Date of Submission	30-Sep-2018
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>D.C.B. Girls' College has a Management Information System for providing communication of relevant information between the students, parents, teachers, management, administrative and library staff, alumni and the retired teachers. • The college records and monitors the attendance of the teaching and non teaching staff through the punching machine. • The college has an updated college website. • Orientation programme is organized every year for the students of first semester on the first day of the commencement of their classes to disseminate the information about the course, examination pattern and the discipline of the college. • The institution prepares annual prospectus and academic calendar for the smooth functioning of academic and cocurricular activities in every session. • Admission notices are displayed in the website. • Information regarding the list of selected candidates for admission in the institution is sent to the applicants through messages. • Information about the examinations for Internal Assessment of students is communicated through the Whatsapp Groups of the students and teachers and notices also displayed in the college notice boards, departmental notice boards etc. • Whatsapp group for teachers and department Whatsapp groups for students teachers are created for dissemination of academic as well as other necessary information. • Online transaction of salary, pension and other related financial matters are carried out by the institution. • Regular meeting of Governing body of the college is organized where important decisions are</p>

taken and the information about the resolution of the meetings are carried out through the representatives of the stakeholders. • Regular staff meeting, meetings of Employees Savings Committee, meetings of teachers unit are organized. • Career Counselling Cell provides guidance to students regarding different employment opportunities and opportunities for career advancement.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The College has requisite mechanisms to implement and execute the curriculum set by Dibrugarh University. Documentation of the prescribed curriculum is made by the IQAC of the College which also monitors the tangential implementation of the same. In accordance with the University rules, the IQAC of the College prepares a timetable keeping in mind the estimated workload of each department and the number of classes to be allotted for the successful completion of the prescribed curriculum. The curriculum is effectively delivered through the use of ICT and e-resources which are used by the faculty members of the respective departments. Besides this, a space and platform is provided to the students for effective learning outcomes through the organisation of seminars, workshops, group discussions, student paper presentations and field trips. The extension programmes conducted from time to time enrich the knowledge of the students in addition to the teaching materials provided. Projectors, cameras, laptops and other ICT tools which are provided to the students complement the acquisition of related skills- handling technology and digitalised learning. For smooth accomplishment of the desired learning outcomes, substantial decisions are made by the academic committees of the College at the onset of the academic session and an action plan is chalked out. Adherence to the action plan aids in effective delivery of the curriculum. In addition to this, respective departments mentor and guide students to undertake various projects which facilitate the expansion of their applied knowledge.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
UGC Sponsored certificate Course on Pre Primary Education	Nil	05/02/2018	270	Employability	Skill development in Information technology
UGC Sponsored certificate Course on Information	Nil	02/08/2018	270	Employability	Skill development in Uses of Computer Application

Technology270	Nil	PGDCA	02/08/2018	270	Employability	Skill development in Uses of Computer Application
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1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MA	Political Science MA: PGPS	28/10/2018
MA	Assamese (MA): PGAS	28/10/2018
View File		

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Nil	Nil
BSc	Nil	Nil

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

	Certificate	Diploma Course
Number of Students	148	16

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Workshop on Entrepreneurship Development	01/02/2019	42
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Assamese	58
BA	Education	67
BA	Geography	36
BSc	Botany	42
BSc	Zoology	34
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
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Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>The feedback is collected from the students by the IQAC on the last day of end semester examination. The feedback includes the information on the course, discipline and teaching ethics. Structured questions are prepared to know the views of the students regarding the infrastructure facilities of the college. The feedbacks are analysed with the help of statistical methods. The feedback reports are shared with the teachers and discussed in the separate meetings with the respective Head of the Departments. The Head of the Departments are requested to take the needful measures for the new academic sessions. The IQAC also collects the feedback from the Guardian, Alumni and employers. The Guardian meets are regularly organized by the respective departments and feedbacks are collected. Similarly the feedbacks are collected from the alumni on the day of the Annual meet or on the day of registration of the alumni. The collected feedback forms are submitted to the IQAC for analysis and preparation of feedback reports. The IQAC takes the appropriate measures on the basis of the recommendations of the stakeholders. Feedback reports are also uploaded in the college website.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	BA Program	500	1160	490
BSc	BSc Program	190	500	190
BA	Assamese (Major)	75	260	75
BA	Bengali (Major)	10	0	0
BA	Economics (Major)	50	50	50
BA	Education (Major)	70	90	70
BA	English (Major)	70	360	70
BA	History (Major)	50	80	50
BA	Philosophy (Major)	60	90	60
BA	Political Science (Major)	75	150	75

[View File](#)

2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	429	Nil	52	Nil	Nil

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
52	45	21	2	0	7

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

The student mentoring system of the College functions at various levels specially catering to the academic, social, psychological and career related requirements of the students. This mentoring system is available to all the students. Each department divides the students of the department among the faculty members. Each member takes the responsibility to look after various problems of the mentee. The new entrants are also mentored in the Orientation Programme which aids them to get acquainted with the rules and regulations which they need to abide by in the College. In the Orientation Programme they are also made aware of the library facilities and various other mechanisms that would help them to enhance their learning. Students are also inducted into skill based programmes that are prescribed in the curriculum. Tutorial classes are another mentoring process that the College resorts to for the upliftment of the slow learners. One to one interaction is facilitated in the tutorial classes which are monitored by the IQAC of the College. Faculty members of respective departments mentor the students to prepare research papers, projects and student presentations both inside and outside the College. The faculty mentors also guide the students on matters related to the pursuance of higher studies. Extension activities under the aegis of NSS and NCC wing of the College contribute to the holistic growth of students sensitizing them about relevant concerns in the society. These activities not only boost their social skills but also enable them to strengthen their mental well being. In addition to the mentoring provided by the respective departments on career related matters, counselling programmes are organized by the Career Counselling Cell of the College which facilitates to broaden their horizon on various career opportunities. The Career Guidance Cell organizes skill based workshops to train students and create awareness among them on seeking careers. Students avail the mentoring programmes to enhance their personalities and also to develop their employability prospects. Equal opportunity is provided to the students to avail the mentoring system in the College.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1800	52	1 : 35

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
65	52	13	6	19

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Nil	Nil	Nil
2019	Nil	Nil	Nil
View File			

2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	Nil	2nd	30/05/2019	16/07/2019
BSc	Nil	5th	28/11/2018	13/02/2019
BSc	Nil	3rd	27/11/2019	13/02/2019
BSc	Nil	1st	19/11/2018	13/02/2019
BA	Nil	6th	24/05/2019	16/07/2019
BA	Nil	4th	31/05/2019	16/07/2019
BA	Nil	2nd	30/05/2019	16/07/2019
BA	Nil	5th	28/11/2018	13/02/2019
BA	Nil	3rd	27/11/2018	13/02/2019
BA	Nil	1st	19/11/2018	13/02/2019
View File				

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

Since the College is affiliated to Dibrugarh University, it is obliged to abide by the rules and regulations laid down by the University regarding continuous internal assessment. After the sessional tests, the marks list of students is displayed and their grievances are addressed by the Head of the Departments. An opportunity is also provided to those students who wish to attempt another assessment for the betterment of their performance. In all assessments, the attendance of students is strictly monitored by the respective departments. The departments submit their reports to the IQAC of the College which ensures implementation of the assessment and evaluation schedule. The sessional examinations are conducted by the departments which are monitored by the IQAC of the college. An examination committee is also constituted which is headed by the Vice Principal to ensure smooth and efficient functioning of the examination and evaluation process. The marks of the internal assessment of the students is verified and finalised by the departments before sending the final list to the University for preparation of the result. All directives of the University regarding internal assessment are effectively implemented. If the students fail to show good performance even after second attempt, the individual department conducts special class tests, assign more home tasks to the students.

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

Since, the College is affiliated to Dibrugarh University it is obliged to adhere to the Academic calendar prepared by the University in letter and spirit. The Academic calendar which is posted in the University website is widely circulated to the Departments by the IQAC of the College and the same is also uploaded in the College website. In accordance with the Academic calendar, sessional tests are organised by the Departments which is monitored by the Examination Committee of the College. Continuous internal assessment is also done based on the norms and time frames mentioned in the Academic calendar. The directives of the Academic calendar are also informed and discussed in the staff meetings headed by the Principal of the College from time to time. To ensure quality academic standards, transparency in procedures is maintained and stakeholders are kept informed of the same. Although there is little that the College can do on its own other than adhering to the directives of the Academic Calendar, yet, there are some assessments that the Departments conduct to ensure quality academic standards. These include- holding regular class tests to assess learning aptitude of the students, organising quizzes on topic covered in respective departments within a month, holding frequent group discussions.

2.6 – Student Performance and Learning Outcomes

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

https://dcbgirlscollegejorhat.org/PDFs/Program_Outcome.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nill	BA	BA Program	336	279	83.03
Nill	BSc	BSc Program	88	66	75
Nill	BA	Assamese (Major)	54	33	61.11
Nill	BA	Economics (Major)	20	19	95
Nill	BA	Education (Major)	47	45	95.74
Nill	BA	English (Major)	73	56	76.71
Nill	BA	Geography (Major)	37	35	94.59
Nill	BA	History (Major)	15	14	93.33
Nill	BA	Philosophy (Major)	35	27	77.14
Nill	BA	Political Science (Major)	55	50	90.90

[View File](#)

2.7 – Student Satisfaction Survey

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

<https://dcbgirlscollegejorhat.org/feedback.php>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	201720	UGC NERO	200000	50000

[View File](#)

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Workshop on Investor Awareness	Economics	20/08/2018
Workshop on Entrepreneurship Development	Botany	01/02/2019
Camp on Entrepreneurship Awareness in association with Kaziranga University Edu Centre	Career Counselling Cell	13/03/2019
Workshop on Interview skill Development	Career Counselling Cell	03/03/2019
Vocational Guidance Programme	Career Counselling Cell	13/02/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nil	0

No file uploaded.

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nil

[View File](#)

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International

0	0	0
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3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Not Applicable	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Education	4	6.13
View File			

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

Department	Number of Publication
Assamese	3
Geography	2
Bengali	1
Physics	1
English	2
Economics	2
Political Science	1
Education	4
View File	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	Nil	2018	0	DCB Girls College	0
View File						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	2018	0	0	DCB Girls College
View File						

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

Number of Faculty	International	National	State	Local
Attended/Semi	Nil	3	Nil	Nil

nars/Workshops				
Presented papers	2	11	Nill	Nill
Resource persons	Nill	1	Nill	Nill
View File				

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Swach Bharat Abhiyan : Swach Bharat Abhiyan was organised on 25th May, 2019 in collaboration with DCB Girls' College Alumni Association at Jorhat Science Centre and Planetarium.	NCC and Alumni Association of the College	2	39
Health Awareness Procession : NCC cadets participated in a Health Awareness procession on the occasion of World Health Day on 7th April, 2019	NCC wing of the college in collaboration with 64 Assam Girls' Battalion, NCC	2	25
Cleanliness Drive : A Cleanliness drive was organised at Nimati Ghat on 23rd March, 2019 in Collaboration with the NCC Unit of Sarbadaya College, Jorhat	NCC wing of DCB Girls College and the NCC Unit of Sarbadaya College, Jorhat	2	30
Swachch Bharat Abhiyan : Swachch Bharat Abhiyan was organised in the College Campus on 12th January, 2019	NCC in collaboration with department of English	2	20
World Environment Day : Observation of World Environment Day on 5th June, 2018 alongwith	NCC in collaboration with Department of English	6	35

distribution of Saplings to the residents of the neighbourhood.			
World AIDS Day: Organised 10th Anniversary of World AIDS Day on 1st December, 2018	NSS in Collaboration with department of English	2	15
International Yoga Day: The NSS wing of DCB Girls' College observed the 4th International Yoga Day on 21st June, 2018 .	NSS in collaboration with NCC wing DCB Girls' College, Jorhat	4	45
International Womens Day: Organised a rally on International Womens Day on 8th March, 2019	NSS in collaboration with Students Union	15	150
Awareness Camp on Health, Nutrition and Environment: Organised an Awareness Camp on Health, Nutrition and Environment jointly with Women's Studies Cell on 14th November , 2018 at Duliagaon M.V. School, Charaibahi, Jorhat	NSS in collaboration with Women's Study Cell, DCB Girls' College, Jorhat	12	35
Awareness Programme on Road Safety: An Awareness Programme on Road Safety for the staff and students jointly organised with DTO, Jorhat and Jorhat Traffic Police Branch on 7th September, 2018	NSS in Collaboration with DTO, Jorhat	6	30
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

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

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Road Safety Week: Organized Rally by NSS D.C.B. Girls' College and J.B. College, Jorhat	NSS	Rally for celebration of Road Safety Week	2	200
Swachh Bharat Abhiyan : Swachh Bharat Abhiyan was organised on 25th May, 2019 in collaboration with DCB Girls' College Alumni Association at Jorhat Science Centre and Planetarium Awareness Camp: NSS Wing of D.C.B. Girls' College Awareness Camp on Health	NCC	Cleanliness drive	2	30
International Womens Day: Organised a rally on International Womens Day on 8th March, 2018	Women's study Cell NCC	International Women's Day rally	15	150
Awareness Programme on Road Safety: An Awareness Programme on Road Safety for the staff and students was organised by NSS in association with DTO, Jorhat and Jorhat Traffic Police Branch on 7th	NSS	Awareness Programme on Road Safety	6	55

September, 2018.				
Swachh Bharat Mission: Celebration of 4th Anniversary of Swachh Bharat Mission from 15th Sept-2nd October, 2018	NSS	Swachh Bharat Mission	2	30
ENVIRONMENTAL AWARENESS SURVEY HELD ON 16TH FEBRUARY, 2019: an environmental awareness survey was organized at Durgapur Village, near Kaziranga National Park under Extension programme on 16th February, 2019.	Department of Education	ENVIRONMENTAL AWARENESS SURVEY	5	67
Swachh Bharat Pakhwada from 1st August-15th August, 2018	NSS	Swachh Bharat Pakhwada	2	20
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Entrepreneurship Awareness Camp	Career Counselling Cell of the College Organized an Entrepreneurship Awareness Camp in association with Kaziranga University Edu Centre 13th to 15th March, 2019	DCB Girls' College	3
View File			

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

Nature of linkage	Title of the linkage	Name of the partnering	Duration From	Duration To	Participant
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		institution/ industry /research lab with contact details			
Interview Skill	Interview Skill Development Programme	North East Campus, Royal Global University	03/03/2019	03/03/2019	Students of DCB Girls College
Entrepreneurship Awareness camp	Entrepreneurship Awareness camp	Kaziranga university EDII Centre of Excellence in Entrepreneurship, Kaziranga university, Jorhat, Assam	13/03/2019	15/03/2020	Students of DCB Girls College
Vocational Guidance Programme	Career Counselling Cum Vocational Guidance Programme	District Employment Exchange	13/02/2019	13/02/2019	Students of DCB Girls College
View File					

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

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

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
7619679	6219280

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar halls with ICT facilities	Existing
Laboratories	Newly Added
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
View File	

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Name of the ILMS software	Partially	2.0	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	26396	331725	44	9500	26440	341225
Reference Books	1020	30725	8	3000	1028	33725
e-Books	199500	Nil	Nil	Nil	199500	Nil
Journals	4	7000	Nil	Nil	4	7000
e-Journals	6000	Nil	Nil	Nil	6000	Nil
Digital Database	22	Nil	Nil	Nil	22	Nil
CD & Video	8	200	2	50	10	250
Library Automation	20046	Nil	2930	Nil	22976	Nil
View File						

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nil
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	90	2	4	1	1	0	1	4	0
Added	0	0	0	0	0	0	0	0	0
Total	90	2	4	1	1	0	1	4	0

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

4 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nil

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
2573890	2573890	895848	895848

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

The college has a number of committees and subcommittees for maintaining and utilizing physical, academic and support facilities. Among the several committees, Building Construction and Infrastructure committee looks after the construction of new buildings and maintenance of the college campus. The 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. The old horizontal buildings are in the process of demolition and new buildings have been constructed by utilising the grants received from various sources. All purchases made under grants from various agencies or from internal resources after receiving approvals from the Purchase Committee. Generally equipments are purchased from the list of firms recommended by the Purchase Committee. 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 accuracy of the financial statements, internal and external audits are done periodically. The 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. Construction of new laboratories, classrooms is based on the requirements of the students and faculty members. In the case of construction of new laboratories or classrooms, Head of the Department of the respective department is also included in the Infrastructure committee. The library provides one of the most important academic services to the college. The college has a well equipped library, centrally located with easy access and contributes to the intellectual growth of the students, teachers, research scholars and others. The library committee acquires the reading resources as per the requirements of the teachers, on recommendation of the Institutional Head. The College provides several indoor and outdoor sports facilities to all its students. Due to constraint of land area of the college campus the college cannot 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 levels over the year. The College constitutes a Sports committee on ad hoc basis for the purpose of the smooth conduct of the sports activities. It provides facilities for sports such as Athletics, Cricket, Volleyball, Table- Tennis, Kabaddi etc. In spite of certain shortcomings, the college is striving hard to push forward our students in the field of games and sports.

<https://dcbgirlscollegejorhat.org/PDFs/Infrastructure.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Merit Scholarship	16	22090
Financial Support from Other Sources			
a) National	Ishan Uday	124	Nill
b) International	Nill	Nill	Nill
View File			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Workshop on micro Teaching	12/09/2018	150	Teachers of dept of Education
Remedial Classes	06/06/2020	500	All Teachers of the College
Personal Counselling and Mentoring	06/06/2018	1678	All Teachers of the College
Workshop on Self Defence and Yoga	25/09/2018	55	DCB Girls' College Women Studies Cell and Yoga Cell, Vivekananda Kendra, Jorhat
Workshop on Yoga	27/05/2018	17	Yoga Cell of DCB Girls' College and Vivekananda Kendra, Jorhat
Workshop on Investor Awareness	18/08/2018	40	Teachers of dept of Economics
View File			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Workshop on Interview Skill Development	85	85	0	0
2019	Vocational Guidance	0	86	0	0

	Programme				
2019	Entrepreneurship Awareness Camp	0	76	0	0
View File					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	180

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	0	0	Nil	0	0
View File					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	12	B.Sc	Chemistry	MSc	Gauhati University, Kaziranga University, ASTU, Assam University, Tripura University
2019	7	B.A.	History	Dibrugarh University,	M.A,
2019	7	B.A.,	Assamese	J.B. College, Dibrugarh university	M.A.
2019	42	B.A.	English	Dibrugarh University, IGNOU, Assam University, Sikkim Central University, EFLU Shillong Campus, Normal School,	M.A, GNM, PGDCA, MLib, Mass com, Dled, MBA

				School of Nursing, Bharti Bidyapeeth, Sivasagar College, Jorhat Law College, JNU	
2019	11	B.A	Political Science	J.B. College, Dibrugarh University, Jorhat Law College, Assam Women's University, IGNOU, Gauhati University, Assam Oil School of Nursings	MA, LLB, GNM
2019	6	B.A.	Philosophy	J.B. College, Jorhat Computer Centre	M.A., BCA, PGDCA

[View File](#)

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

Items	Number of students selected/ qualifying
NET	2
Any Other	6

[View File](#)

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

Activity	Level	Number of Participants
Patriotic Song Competition (NSS)	Institutional	150
College Week	Institutional	1500
Yoga workshop	Institutional	17
Self - defence workshop	Institutional	67

[View File](#)

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
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2018	Nil	National	Nill	Nill	Nil	Nil
2019	Nil	Internat ional	Nill	Nill	Nil	Nil
View File						

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

D.C.B. Girls' College Students Union is an elected body, representing the entire students of the college. The election for the Union Body is held annually with wide contestants from all the major Students Associations of Assam together with the students having no affiliation to any Associations. Use of ICT for polling and counting of the Votes is one of the best practices of the college. The Software for electronic voting and counting is developed by one of the faculty member of the department of Computer Science. The members of the Union body are the office bearers of the Union and work for the greater interests of the Students as well as the college. The Students Union takes the oath in the name of the God for performing the responsibilities and duties honestly and neutrally. It works for redressing the grievances of the students by bringing the issues to the appropriate authority. It organizes the Fresher's social, Farewell of the outgoing students, College Week, Saraswati Puja and other important events regularly. The Students Union Body also represents the Students of the college in various socio economic, cultural and socio-political issues of the society. The Union Body also organizes rallies on the events like International Women's day, Road Safety day and participates in the events like National Voters' day, Constitution day, Children day, Environment day etc Apart from the students Union there are the representatives of the students in various committees of the college like Governing Body, IQAC of the College etc. The students Union also arranges the training camps for the sports and cultural events. The Union Body shoulders the responsibility of guiding the students to participate in the inter college competitions, Youth Festival organized by the parent University etc. The NSS organizes 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 represents 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 in the concerned department. Besides these the students actively participate 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) College Magazine (DCBIAN) Committee Eco Cell Library Committee Quality Control Committee of Hostel Mess

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

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 Association is under the Society registration Act in 2019. The association has been providing various service and assistance to the college 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 meetings 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 participate in the cultural and other important functions organized by the college. 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 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 felicitates 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 – No. of enrolled Alumni:

550

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

466650

5.4.4 – Meetings/activities organized by Alumni Association :

Annual Meet is regularly conducted and 3-4 executive meetings are held every year. Sometimes special Alumni meets are also organized to fulfill the partial objectives of the college such as organization of Alumni Meet on the occasion of Diamond Jubilee, NAAC Peer team visit and alumni interaction etc.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The College practices decentralization and participatory management. For an effective decentralized management, the Principal authorizes the Vice Principal along with the academic Vice presidents of both Science and Arts streams to look after the academic matters of the College. In addition to this, the academic matters are also looked after by the Heads of the respective departments. The Principal also constitutes various committees and cells with representatives from teaching and non teaching staff for the smooth functioning of the College. Decisions on academic and co curricular activities are taken in meetings headed by the Principal and attended by both the teaching and the non-teaching staff. There are representatives of the teaching and non-teaching staff, guardians in the Governing body of the College nominated by the Principal. The examination process of the College also takes place in a decentralized manner. For each University examination, an examination committee is constituted by the Principal. The Principal remains the officer in charge of the examination committee formed. The principal is helped by the Vice Principal in the examination related matters. In addition to this, an examination committee consisting of three Assistant Officers in Charge takes the responsibility for the smooth conduct of the examinations. Before the commencement of the examination, all documents related to the examination are handed over by the officer- in-charge to the Assistant Officers-in-Charge. These Assistant officers in charge prepare the list of duties to assigned invigilators as well as the supporting staff. The supporting staffs which

includes the non-teaching members of the college, helps in the entire logistics of the examination procedure. All examination related documents which are prepared by the Assistant Officers in charge are duly verified and signed by the Officer-in-Charge. The fund needed for the conduct of examination is handed over to the Assistant Officers-in-charge by the Principal who is the Officer-in-Charge. Proper documentation of the expenditure has to be submitted to the Principal by the Assistant Officers-in -Charge at the end of the examination.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	<p>Since the College is affiliated to Dibrugarh University, the admission of students is done according to the guidelines set by the University. Moreover state Government guidances are followed in admission process. Weights are given to marks secured in Class 12.</p> <p>An admission committee comprising of the Head of the College and the head of various departments is constituted which carries on the admission process. A list of selected students is prepared based on the norms laid down by the University and selected students are intimated through electronic messages.</p>
Industry Interaction / Collaboration	<p>The Career Counselling Cell organises programmes to facilitate students seeking careers. Experts from various professions are invited to motivate and guide students. The emphasis is on personal and professional networks.</p> <p>Workshops are also organised. In addition to this motivational talks are organised by the College to enable students to cope up with their psycho-social needs and growth. These programmes help students to boost their confidence and exposure.</p>
Human Resource Management	<p>The College library is equipped with IT infrastructure which facilitates accesses to e-resources recommended and suggested by Dibrugarh University in the curriculum. The library has institutional membership with UGC N-List program. Faculties are issued an N-List Id so that they can access the e-resources for improvement of academic standards. An efficient CCTV camera installation in the library ensures overall monitoring.</p>
Library, ICT and Physical	<p>The College library is equipped with</p>

Infrastructure / Instrumentation

IT infrastructure which facilitates accesses to e-resources recommended and suggested by Dibrugarh University in the curriculum. The library has institutional membership with UGC N-List program. Faculties are issued an N-List Id so that they can access the e-resources for improvement of academic standards. An efficient CCTV camera installation in the library ensures overall monitoring.

Research and Development

The Research Committee of the College ensures research and development activities in the College. Students are encouraged and mentored to participate in intra college and inter college paper presentations. DCBIAN is the annual college magazine. This magazine gives ample scope to students to develop their creative and critical faculties. The Research committee ensures ethical management and monitoring of the write ups. As an effective research-teaching-learning objective, students are encouraged to support ethical practises in research. In addition to this, each department has a wall magazine. Student projects are also mentored by teachers.

Examination and Evaluation

Since the College is affiliated to Dibrugarh University, it is obliged to abide by the rules and regulations laid down by the University regarding continuous assessment and evaluation. Internal assessment is based on the students' performance in sessional tests, group discussions/assignments and their attendance. An examination committee is also constituted which is headed by the Vice Principal to ensure smooth and efficient functioning of the examination and evaluation process. The marks of the internal assessment of the students is verified and finalised by the departments before sending the final list to the University for preparation of the result. The Academic Calendar provided by the University is strictly adhered to for all assessments and evaluations.

Teaching and Learning

To facilitate effective teaching and learning mechanism, a learner centric process is adopted. This is ensured through active participation of students in seminars, group discussions and workshops. In addition to this, field trips are organised which widen

the exposure of students and help them to gather knowledge through experience and experimentation. Excursions are also conducted by the College as a part of extended learning. Participative learning is further enhanced through mentoring and tutorial programmes conducted by the departments.

Curriculum Development

The College is obliged to follow the curriculum provided by Dibrugarh University since it is affiliated to this University. The College ensures efficient implementation of the curriculum. Once the curriculum is received by the IQAC of the College, it is circulated to the Departments. A timetable is prepared and classes allotted to respective departments. The IQAC also monitors completion of the curriculum and adherence to the academic calendar provided by the University.

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

E-governance area	Details
Administration	The decisions of the various administrative committees are shared through the teacher's notice board and Whatsapp groups of Teaching and non-teaching staff of the institution.
Finance and Accounts	The college submits the salary bills through online portal of the district administration.
Student Admission and Support	Advertisement for admission into the BA and BSc programmes are displayed in the College Website. Selected candidates for admission are informed through SMS to their registered mobile numbers. During the time of admission the name of the selected candidates and the percentage of the marks secured are displayed through LCD transparently.
Examination	The college follows the examination procedures structured and designed by the parent body i.e. Dibrugarh University. The documents related to examination are submitted through the examination portal of Dibrugarh University. The Time Table and seat plan of the students for internal examinations are disseminated through Whatsapp groups by the Head of the respective departments.
Planning and Development	E tenders are called through college website for construction and

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Nil	Nil	Nil	0
2018	Nil	Nil	Nil	0
View File				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Nil	Nil	Nil	Nil	Nil	Nil
2019	Nil	Nil	Nil	Nil	Nil	Nil
View File						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation Programme	2	01/06/2018	28/06/2018	28
Short Term Course	2	28/10/2018	Nil	7
Faculty Development Programmes	2	Nil	Nil	7
View File				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
6	6	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
• D.C.B. Girls' College Employees Savings Committee: There is a	• D.C.B. Girls' College Employees Savings Committee: There is a	• Students Aid Fund: There is a Students Aid Fund raised from the fee

Savings Committee for the Teaching and Non teaching staff of the College. The Committee looks after the matters related to savings of the members. • D.C.B. Girls' College Mutual Benefit Society: D.C.B. Girls' College Mutual Benefit Society is a cooperative society registered under the Assam Cooperative Societies (Amended) Act 2007. The faculty of teaching staff can be the member of the society. The society follows the guidelines of the cooperative society in its operation. The Society makes the provision for creating a saving habit among the members. The fund and other financial matters are audited by the external auditors appointed by the government of Assam. The society provides economic support on the basis of self help. It provides economic support at the time of emergency situation of the members. The Society also makes the provision for welfare fund through which the members are helped in harsh situations. • Allowances: The employees of the college are allowed to draw the allowances and other arrears of salary as per the rules of the Government of Assam. • Insurance Scheme: There is a Group Insurance Scheme (GIS) scheme for the employees of the institution. Besides the group insurance scheme of the Govt. of Assam, the college has another life covering group insurance scheme GSLI (Group

savings committee for the Non teaching staff of the College. The Committee looks after the matters related to savings of the members. • D. C.B. Girls' College Mutual Benefit Society: D.C.B. Girls' College Mutual Benefit Society is a cooperative society registered under the Assam Cooperative Societies Act (Amended) 2007. The faculty of Non-teaching staff can be the member of the society. The society follows the guidelines of the cooperative society in its operation. The Society makes the provision for creating a saving habit among the members. The fund and other financial matters are audited by the external auditors appointed by the government of Assam. The society provides economic support on the basis of self help. It provides economic support at the time of emergency situation of the members. The Society also makes the provision for welfare fund through which the members are helped in harsh situations. • Allowances: The employees of the college including non- teaching staff are allowed to draw the allowances and other arrears of salary as per the rules of the Government of Assam. • Insurance Scheme: There is a Group Insurance Scheme (GIS) scheme for the employees of the institution. Besides the group insurance scheme of the Govt. of Assam, the college has another life covering group insurance scheme GSLI (Group

collected at the time of admission. Financial assistance is provided to the economically poor but meritorious students for purchasing books meet the examination fee etc. • Health Centre: There is a health centre 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. It is run by one of the Alumni of the college. It provides food stuff to the students at subsidised rate. • College Canteen: There is a canteen within the college campus. • Grievance Redressal Committee: There is a Grievance Redressal Committee to cater the complaints of the students. Grievance box is kept outside the girls' Common room where the students can put the letters stating the grievances. Full confidential secrecy is maintained in case of the name and identity of the students. • Anti Ragging committee: There is an anti ragging committee consisting of the representatives from teachers and students union of the college to provide a congenial atmosphere for the new comers. • Welcome Desk- 20th June 2018: The new academic session begins with Welcome counter for the new arrivals in the college. The senior

insurance under LIC of India) for the employees of the college. • Provident Fund: There is a provident fund for the employees of the college managed and functionalised as per the guidelines of the Government of Assam. • Teachers' Unit: The teachers' unit of the college also takes initiative to help the members financially in emergency situations. • Health Centre: There is a health centre 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.

insurance under LIC of India) for the employees of the college. • Provident Fund: There is a provident fund for the employees of the college managed and functionalised as per the guidelines of the Government of Assam. • Teachers' Unit: The teachers' unit of the college also takes initiative to help the members financially in emergency situations. • Health Centre: There is a health centre 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.

students of the department of English along with the members of Student Union offer guidance to the new comers on various issues of the institution. • Committee against Sexual harassment: There is a gender sensitization committee to look after the issues of gender rights, abuses of women rights at workplace etc. • Career Counselling and placement cell: The Career Counselling and placement cell organizes workshops, motivational speeches, vocational guidance programmes etc for the benefit of the students. • Mentoring System: There is a mentoring system in the college to guide the students for their overall development. The Teachers of the respective departments provides the needed guidance and counsel on both academic and personal matters whichever they share with the mentor. • Disciplinary Action Committee: There is a disciplinary action committee to monitor the disciplinary matters of the students. • Publication of Annual College Magazine: The Annual College magazine DCBian is edited and published by the students union regularly. It is the platform which provides ample opportunity for the development of creative writing habits of the students. • Participative learning through extension works: The students of the college are also given the

opportunity to participate in the extension and outreach programmes organized by different cells and committees of the college. Teachers of the College involves in the all round development of the students by guiding them in all the aspects of life. Especially the teachers take initiative and take lead role in providing exposure to the stud

6.4 – Financial Management and Resource Mobilization

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

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.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Director of Higher Education Assam Dibrugarh University	205675	Excursion and Publication of Magazine NSS
View File		

6.4.3 – Total corpus fund generated

299512.53

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	No	Nill
Administrative	No	Nill	No	Nill

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

- The Governing Body has two Guardian members appointed on the recommendations of the principal.
- Parent Teacher meetings are regularly held.
- Guardian's

feedback reports are collected to get suggestions for overall development of the institution.

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

- The administrative staff of the college is encouraged to take up the training programmes organized by the HRDC and other recognised bodies.
- Administrative staff members are encouraged to take up the ICT skill development programmes for career promotion.
- Administrative staff of the college is encouraged to take up the online courses for career promotion.

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

- 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 established a language laboratory.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Remedial Classes	01/06/2018	15/06/2018	30/04/2019	500
2018	Mentor – Mentee Program	01/06/2018	15/06/2018	30/04/2019	1500
2018	Publication of INTUIT- the multidisciplinary in ternational peer reviewed journal of DCB Girls' College	01/06/2018	Nil	Nil	Nil
2018	External Financial Audit	28/05/2019	01/04/2018	31/03/2019	Nil
2018	Certificate and Diploma	01/02/2018	01/02/2018	31/01/2019	Nil

	Courses				
2019	Certificate and Diploma Courses	01/08/2018	01/01/2018	31/07/2019	Nil
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Rally on women's day and talk on significance of International Women's Day	08/03/2018	08/03/2019	146	4
Workshop on Entrepreneurship Development among young women	01/02/2019	28/02/2019	40	2
Career Counselling cum Vocational Training Programme for Young Women	13/02/2019	13/02/2019	35	5
Rally on Women's Day in which the students displayed posters by reflecting the ideas of the main theme - Balance for Better	08/03/2019	08/03/2019	150	0
Publication of Annual Journal of Women's Study Cell	08/03/2019	08/03/2019	110	0
7 Day Workshop on Self Defence for women empowerment	25/09/2018	01/10/2018	67	0

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

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

The college has installed solar panels on the terrace of the department building. 15 KW of power have been met by the renewable energy sources.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nil
Provision for lift	No	Nil
Ramp/Rails	Yes	Nil
Braille Software/facilities	Yes	Nil
Rest Rooms	Yes	Nil
Scribes for examination	Yes	Nil
Special skill development for differently abled students	No	Nil
Any other similar facility	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	10	5	01/06/2018	115	Swachh Bharat Pakhwara, Awareness Programme on Road Safety, Swachh Bharat Mission, Awareness Camp on Health, Nutrition and Environment, Celebration of World AIDS Day, Celebration of International	Hygiene and cleanliness, road safety, health, nutrition, environment, women's rights, a forestation, literacy	250

					1 Womens Day, Observation of World Environment Day a		
2019	9	5	01/01/2019	109	Cleanliness drive, celebration of World Water Day, World Health Day, Swachh Bharat Abhiyan, Organization Entrepreneurship Awareness Camp, Talk on Environmental Degradation, organization of an environmental awareness survey, socio economic and	Cleanliness, water resources, entrepreneurship, environmental degradation, socio-economic status of tribal people, animal husbandry and market opportunity	250
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Prospectus for admission to Undergraduate Programmes	01/06/2018	The prospectus contains the rules and regulations to be followed by the students at the time of admission and college hours.
UGC circulars and guidelines	Nil	The college follows the UGC circulars and guidelines issued time by time.
DHE orders	Nil	Being the Provincialized college of the Government of Assam, the authority follows the

		guidelines and the circulars issued by the Director of Higher Education, Assam in case of Appointment, Admission of the Students, Promotion, retirement and retirement benefits, disbursement of salary and other allowances etc
Guidelines of Dibrugarh University	Nill	The College also follows the guidelines of the parent university in regards to academic and administrative matters.
Assam College Employees (Provincialisation) Rules 2010	Nill	The college follows the rules of the Assam College Employees (Provincialisation) Rules 2010

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of Independence Day	15/08/2018	15/08/2018	50
Celebration of Republic Day	26/01/2019	26/01/2019	45
World Environment Day celebrated and organized by NSS, NCC and department of English in which sapling distribution and plantation was done among 500 households in Tarajan Area of Jorhat District, Assam	05/06/2018	05/06/2018	100
Teachers' day by the departments of the College	05/09/2019	05/09/2019	1500
World Brotherhood Day by Yoga Cell	06/09/2018	06/09/2018	25
World Literacy Day was celebrated by the department of Education in which a popular talk programme was organized on "Changing Scenario of Higher Education	08/09/2018	08/09/2018	160

in India and Assam and its Challenges".			
Visit to Orphanage and organization of awareness campaign on cleanliness by Political Science department	28/10/2020	Nil	32
Children's Day by Women Study Cell at Dulia Gaon M.V. School in which a talk on health and nutrition was delivered by Dr. Tulumoni Goswami and an extempore speech competition and drawing competition was organised among the students of the School.	14/11/2018	Nil	45
Constitution Day by the department of Political Science in which pledge on the preamble was taken.	26/11/2018	Nil	150
World Aids Day by NSS Awareness rally on Women's Day organized by Women Study Cell and Students Union	01/12/2018	Nil	25
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- D.C.B Girls' college is situated in a residential area of Jorhat town far from the hue and cry of the transportation system. Due to its situational advantage of being located in a residential area, the college campus provides an eco-friendly atmosphere.
- The college has utilised its land for green landscaping with trees and plants. 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 campus.
- The college has tried to make the campus plastic free. The college canteen is encouraged to use paper cups and plates, cold drinks stored either in glass bottles or in tetra packs.
- Use of electronic voting machine is an endeavour to make the college paperless.
- Use of the College pond as a means of rain water harvesting which reduces the use of ground water.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. USE OF COMPUTERISED VOTING MACHINES IN STUDENTS' ELECTION Title of the practice: Voting by mouse clicks The EVM software has been developed in the college itself to orient the maiden voters about the electronic system of voting. The objective of the practice is to encourage the students in active participation of women in the democratic process of the state as well as the country. 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. Precious time is saved as the results could be declared in a few minutes. This practice is a part of green initiative of the college as the whole electronic procedure is completely paperless.

2. SOCIAL AWARENESS ON HEALTH, HYGIENE AND ENVIRONMENT The objective of the practice is to create social awareness on health, hygiene and environmental issues in society in connection with the Swachh Bharat Mission. The NSS and NCC wing of the college have organized a number of programmes towards preserving a healthy environment. NSS wing of the college has organized cleanliness drive programme in connection with Swachh Bharat Pakhwada from 1st to 15th August, 2018. In this programme, the NSS wing of the college focussed on cleaning the campus as well as the surroundings. In continuation with this, NSS also celebrated 4th anniversary of Swachh Bharat Mission from 15th September to 2nd October, 2018. NCC cadets participated in Health awareness procession on World health Day on 7th April, 2019. NCC in collaboration with DCB Girls' College Alumni Association organised a cleanliness programme on 25th May, 2019 as Swachha Bharat Abhiyan, at Jorhat Science Centre and Planetarium.

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

<https://dcbgirlscollegejorhat.org/PDFs/BEST%20PRACTICES.pdf>

7.3 – Institutional Distinctiveness

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

The vision of DCB Girls' college is to disseminate higher education to strengthen the women power of Jorhat and its rural neighbourhood. The priority of the institution is the empowerment of women in all aspects and hence the thrust in this year is given to women health and nutrition as empowerment will be void without a sound health. The institution is blessed to have students from different districts of its neighbourhood as well as from both urban and rural areas. This provides a healthy platform to the students for overall wellbeing as they get enough opportunity to interact with students from various culture, social background and strata. Keeping in view the thrust area of this year, the college has initiated various health related programme to make students aware of this important issue. Some of the noteworthy programmes undertaken are:

3. Organised an Awareness Camp on Health, Nutrition and Environment jointly with Women's Studies Cell on 14th November, 2018 at Duliagaon M.V. School, Charaibahi, Jorhat.

4. Organised 10th Anniversary of World AIDS Day on 1st December, 2018.

5. NCC cadets participated in a Health Awareness procession on the occasion of World Health Day on 7th April, 2019.

6. Yoga Cell of the College organized a workshop on International Yoga day on 21st June 2018.

7. Yoga Cell and Women Studies Cell of the College organized a three

days workshop on Self Defense and Yoga from 29th September 2018 to 1st October 2018.

Provide the weblink of the institution

<https://dcbgirlscollegejorhat.org/PDFs/Institutional%20Distinctiveness.pdf>

8.Future Plans of Actions for Next Academic Year

- To organize the meetings related with the visit of NAAC peer team.
- To organize the Alumni meet, Parent-Teacher meet on the occasion of NAAC peer team visit and interaction.
- To access the recommended actions of the NAAC peer team for future course of actions.
- To organize extension and outreach programmes as a part of Institutional social responsibility.
- To create an environment of teaching- learning and research.
- To initiate measures for the development of the inner potentialities of the students.