

**The Annual Quality Assurance Report (AQAR) of the IQAC
Women's College, Tinsukia. Assam
(2013–2014)**

Part – A

I. Details of the Institution

1.1 Name of the Institution	Women's College, Tinsukia
1.2 Address Line 1	Rangagora Road
Address Line 2	Durgabari
City/Town	Tinsukia
State	Assam
Pin Code	786125
Institutional e-mail address	wcttsk@gmail.com
Contact Nos.	0374-2338826, 0374-2332244
Name of the Head of the Institution	Dr. Rajib Bordoloi
Tel. No. with STD Code	0374-2338826, 0374-2332244
Mobile	08721877856
Name of the IQAC Coordinator	Mr. Uttam Duorah
Mobile	09435393839
IQAC e-mail Address	iqacwcttsk@gmail.com
1.3 NAAC Track ID	NIL
1.4 NAAC Executive Committee No. & Date	NIL
1.5 Website Address	www.wimcol.org

Web-link address:

http://wimcol.org/uploads/iqac/AQAR_WC_Tsk_2013-2014_Final.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	8.0	2004	2004–2009
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

23/01/2004

1.8 AQAR for the year

2013–2014

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)i. AQAR 2012–13 submitted to NAAC on **31-07-2014**

1.10 Institutional Status

University

State Central Deemed Private

Affiliated College

Yes No

Constituent College

Yes No

Autonomous College of UGC

Yes No

Regulatory Agency approved Institution

Yes No

(e.g. AICTE, BCI, MCI, PCI, NCI)

Type of Institution

Co-education Men Women Urban Rural Tribal

Financial Status

Grant-in-Aid UGC 2(f) UGC 12B Grant-in-Aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts	<input checked="" type="checkbox"/>	Science	<input type="checkbox"/>	Commerce	<input checked="" type="checkbox"/>	Law	<input type="checkbox"/>	PEI (Phys Edu)	<input type="checkbox"/>
TEI (Edu)	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Management	<input checked="" type="checkbox"/>		
Others (Specify)	<input type="text"/>								

1.12 Name of the Affiliating University (*for the Colleges*)

1.13 Special status conferred by Central/State Government – UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt./University	<input type="text" value="No"/>		
University with Potential for Excellence	<input type="text" value="No"/>	UGC–CPE	<input type="text" value="No"/>
DST Star Scheme	<input type="text" value="No"/>	UGC–CE	<input type="text" value="No"/>
UGC-Special Assistance Programme	<input type="text" value="No"/>	DST–FIST	<input type="text" value="No"/>
UGC-Innovative PG Programmes	<input type="text" value="No"/>	Any other (<i>Specify</i>)	<input type="text" value="No"/>
UGC-COP Programmes	<input type="text" value="No"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="6"/>
2.2 No. of Administrative/Technical Staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management Representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representative	<input type="text" value="Nil"/>
2.7 No. of Employers/Industrialists	<input type="text" value="Nil"/>
2.8 No. of other External Experts	<input type="text" value="2"/>
2.9 Total No. of members	<input type="text" value="12"/>
2.10 No. of IQAC meetings held	<input type="text" value="5"/>
2.11 No. of meetings with various stakeholders:	
Faculty	<input type="text" value="2"/>
Non-Teaching Staff/Students	<input type="text" value="3"/>
Alumni	<input type="text"/>
Others	<input type="text"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If yes, mention the amount	<input type="text" value="Rs. 3,00,000.00"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/Workshops/Symposia organized by the IQAC	
Total Nos.	<input type="text" value="Nil"/>
International	<input type="text"/>
National	<input type="text"/>
State	<input type="text"/>
Institution Level	<input type="text"/>
(ii) Themes	<input type="text" value="Nil"/>

2.14 Significant Activities and contributions made by IQAC

In accordance with the Vision and Mission of the college, the following significant activities and contribution were made by the IQAC:

1. **ADMISSION:** The admission policy and the system have been totally revamped. It is made 100% transparent. Guidelines set by Central/State Govt., UGC and affiliating University have been strictly followed. Intake capacity has been increased to accommodate more students belonging to SC/ST/OBC/MOBC and minority categories.
2. **TEACHING-LEARNING:**
 - (a) A broad **Academic Committee** has been constituted to monitor and guide the teaching-learning and evaluation processes throughout the year.
 - (b) All the teachers have been provided with **Teaching Diary**, where they keep record of their classroom activities apart from other academic activities. Introduction of **Teaching Diary** has made it easier for the Administration to monitor the academic performance of a teacher without any hassle.
 - (c) All students are provided with a **Students' Diary cum Academic Calendar** in the form of a pocket book where, they/concerned teachers can keep record of the Academic Performance/Activities of the students. Introduction of this innovative idea has made it possible for Authorities/ Teachers/ Guardians to monitor the performance of every individual student and take necessary remedial measures.
 - (d) The College Administration, in coordination with the Academic Committee ensures completion of the course at least 20 days ahead of the examination schedule. Tutorial and Remedial Classes are regularly held to help the weaker students.
3. **BEST PRACTICES/ EXTENSION WORKS:**
 - (a) **GANDHI JAYANTI (02.10.2013):** Joining hands with the rest of the Nation Women's College, Tinsukia remembered the father of the nation with the following programme:
 - (i) 9 a.m.: Lighting of the sacred lamp in front of Babu's Portrait and offering of floral tribute to the father of the nation.
 - (ii) 9-30 a.m. : Oath taking ceremony
 - (iii) 9-40 a.m. to 10-40 a.m.: Singing of devotional/patriotic songs.
 - (iv) 10-45 a.m.: Discussion on Philosophy/thoughts/values and works of Gandhi.
 - (v) 1-30 p.m.: Singing of National Anthem and declaration.
 - (b) **LEGAL AWARENESS PROGRAMME (20.11.2013):** The IQAC, in collaboration with the Women's Studies and Development Cell of Women's College, Tinsukia organized a Legal Awareness Programme at **Natun Rangagora Gaon** near Guijan at Tinsukia district. **Mr. Phoni Bhushan Sarmah**, Principal, Law

College, Tinsukia provided the participating villagers with legal advices on various disputes/ conflicts/ grievances faced by them. More than fifty villagers along with the Village Head were present in the meeting.

- (c) **Gyan Setu** (13/12/2013 to 18/12/2013): A Series of Workshops for Science Popularization and Growth of Scientific Attitude has been organized in different Blocks and Educational Institutions of Tinsukia District. The project was undertaken in collaboration with **Jnana Prabodhini** of **Pune, Maharashtra** an internationally famed organization dedicated to the fields of Education, Research, Rural Development, Women Power, Youth Organization, National Integration and Health. Trained volunteers from Jnana Prabodhini along with Resource Persons and student volunteers of the college took part in the project.
- (d) **NSS Camp** (17th Dec. to 23rd Dec., 2013): a seven day NSS Camp was organized in the Dimoruguri Village, Laipuli, Tinsukia District with various activities viz. food and nutrition, hygiene, health awareness, health check-up etc. 33 Volunteers under the guidance of Dr. Tanusree Sarker and Mrs. Suman Sahu took part. Health Check-up of 65 villagers were done by Dr. N. Dutta, Dr. S. Bhattacharjee and Dr. S. Chawla. A blood donation camp was also organized.
- (e) **REHABILITATION PROGRAMME FOR DIFFERENTLY ABLED CHILDREN:** Women's College, Tinsukia, as a part of its extension activities has joined hands with SNEHALAYA (a Registered NGO dedicated to rehabilitation of differently abled children) in its rehabilitation drive for differently abled children of Tinsukia. The college has become life member of this NGO on 18-06-2014, has engaged its students in various programmes to help the differently-abled students of this NGO. An **Aid box** has been installed in the college canteen where the voluntary donation from the students/teachers/non-teaching is being accumulated to offer financial help to the NGO
- (f) **TREE PLANTATION DRIVE (June 2014):** With a view to creating a green environment in the campus a month-long tree plantation drive has been initiated in the first week of June, 2014. As a part of this drive more than 200 saplings of different local plants have been planted. Student volunteers under the guidance of a group of teachers and office staff have taken part in the drive. Unfortunately, due to artificial flooding of the campus caused by heavy rain most of the saplings could not survive.

4. PLACEMENT & CAREER COUNSELLING:

- (a) **NIMA Workshop on Career Orientation, Motivation and Employability Skills (08-02-2014):** Ministry of DONER, Govt. of India in collaboration with **North India Management Association (NIMA)** and Women's College, Tinsukia has organized a one day Workshop on Career Orientation, Motivation and Employability Skills at the college auditorium. Hon'ble DONER Minister Sri P.S. Ghatowar has inaugurated the Workshop. Dr. Gulshan Sharma, President, NIMA, Sri J. Narlikar, IAS, P.S. to Hon'ble Minister DONER and Sri A.M. Singh, IAS, Joint Secretary, DONER Ministry took part as Resource Persons. Students from various colleges/H.S. Schools of Tinsukia District participated in the Workshop.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year

Category	Plan of Action	Achievements
Academic	<p>1. Existing Distance Learning Centres like IGNOU and that of Dibrugarh University have not been able to fulfill ever growing demands for futuristic courses with more employability. The College Administration has decided to send proposal to Tezpur University for opening of a new study centre under its Open and Distance Learning Scheme. The College authority has sent proposal to the Director, CODL, Tezpur University, Tezpur seeking approval.</p> <p>2. With a view to creating an environment for Research Work at undergraduate level the college administration has decided to encourage the faculty members to apply for financial assistance from UGC under MRP</p>	<p>1. Awaiting response from the Director, CODL, Tezpur University, Tezpur</p> <p>2. Three faculty members of the college have received financial assistance from the UGC under the MRP Scheme. The total amount of financial assistance received is Rs. 7,25,000/- (Vide UGC's Letter No F.5-255/2013-14/MRP/NERO/609 dated 23-05-2014, F.5-198/2013-14/(MRP/NERO)/610 dated 23-05-2014 and F.5-303/2013-14/(MRP /NERO)/17965 dated 28-03-2014.</p>
Infrastructural	<p>A. To construct and equip classrooms with "state of the art" technologies and modernize/ rejuvenate the classrooms in order to provide better academic environment to the students/teachers</p> <p>B. Basic amenities like pure drinking water, hygienic toilets, Xerox</p>	<p>1. Six new classrooms have been constructed.</p> <p>2. Three lecture halls have been equipped with audio system to enhance clarity in lectures delivered by the teachers.</p> <p>3. Audio-visual systems in three other lecture halls have been repaired and made functioning.</p> <p>1. Seven Nos. of high capacity (branded) Water Filters were installed at Academic</p>

	<p>facilities, departmental store, common room, Gymnasium, modern health centre, indoor games facility are to be provided to the students within a year</p>	<p>Block, Commerce Building and B.B.A. Building. The old (damaged) water cooler system has been repaired and made functioning with an additional Aquaguard water purifier system.</p> <ol style="list-style-type: none"> 2. Two new toilets fitted with modern facilities have come-up. All the old toilets have been modified/ converted to modern toilets. The college administration has made it mandatory for the cleaning staff to clean the toilets twice a day. 3. A new Xerox Machine has been purchased and installed in the Administrative Block. Students are availing Xerox facilities from 9 a.m. to 3 p.m. each working day at subsidized price. There is another Xerox Machine available in the Library. 4. A Departmental Store has been opened. Students' can purchase various stationery items at reasonable price. 5. The Girls' Common Room has been equipped with new chairs, desks, tables, satellite TV, Water Filter. 6. A new Gymnasium equipped with modern multigym, tread mill, cycling machine, abs rocker etc. has come up. A Yoga Centre has also been in place. However, there is enough scope for improvement to it. 7. The proposed Modern Health Centre and Indoor Stadium could not be materialized in this period.
Infrastructural	<p>C. The college did not have a canteen to provide food to the students /teachers /staff. The college administration considers the construction of a Canteen at the top of its priority list.</p>	<p>On 25th April 2014, the newly constructed Canteen has been inaugurated. It provides hygienic food to the college family at subsidized price.</p>
	<p>D. Electricity back-up system was not working properly in the college. The college authority plans to ensure 100% electricity back-up in the entire college. Plan is on to repair two old generators that were out of order for a long period.</p>	<ol style="list-style-type: none"> 1. The diesel generator sets have been repaired and made fully functioning. 2. Four high capacity (2 KVA each) digital inverters (SINE WAVE) have been installed at various sections of the college campus where the generators could not

		<p>provide electricity back-up during the power cuts.</p> <ol style="list-style-type: none"> The faulty/ deteriorating electrical connections were replaced with new cables. The old panel board has been replaced by new panel board. All major segments of the college building are being connected with Electronic Circuit Breakers to ensure protection of electrical equipments during any electrical short-circuit/malfunctioning. All the classrooms/lecture halls/administrative office/library/common rooms have been provided with 100% electricity back-up.
Infrastructural	<p>E. The boarders in the existing Girls' Hostel were facing extreme difficulties due to lack of some basic facilities like proper study table and chair, purified drinking water and computers etc. The existing kitchen-cum-dining hall was very small and not scientific. The plan has been made to provide the hostel boarders with all the basic facilities so that they can enjoy their stay in hostel and pursue their studies in a better environment.</p>	<ol style="list-style-type: none"> All the hostel boarders were provided with new study tables with chairs (110 Nos.) Three Nos. of high capacity (branded) Water Filters were installed at Hostel Building so that all the hostel boarders have purified drinking water. Two Desktop Computers have been provided and installed at the Common Room of the Hostel. Construction of the Dining cum Community Hall has begun. A concrete pavement has been newly constructed to ensure safe passage of the hostel boarders to their classrooms.
	<p>F. To acquire and systematize all the land documents and land maps for the lands under the possession of Women's College, Tinsukia and payments of the land revenues for the said plots of land to be updated.</p>	<ol style="list-style-type: none"> Process is on to acquire and systematize the land documents and land maps. Land revenues have been paid and made up-to-date.
	<p>G. To take possession of the plot of land measuring 5 Bigha covered by Dag No 10 of Itakhuli T.E. No. 250 NLR Grant, Tinsukia Mouza, which was given possession order to the college vide Deputy Commissioner's Order No TRR.97/2009/17 Dated 24-02-2010.</p>	<ol style="list-style-type: none"> The physical possession of the land could not be achieved during this period.

2.16. Whether the AQAR was placed in statutory body Yes No
 Management Syndicate any other body

Provide the details of the action taken

On the basis of the previous years' AQARs submitted to the (Governing Body), the following action plans have been adopted and the Principal was asked to execute the same on Priority basis:

A. SHORT-TERM PLAN (to be executed within a year)

- (i) To approach ADC Revenue, District Tinsukia and the Circle Officer, Tinsukia District Circle to obtain the land map for the said plots of land and to allot a Lat Mandal to guide the college authority during the possession and demarcation of the land.
- (ii) Purchase and install **Office Management Software** for computerization of Admission, Accounts and other data entry works.
- (iii) To initiate process for installation of 100 KVA Transformer in order to fulfilled the norms of the Assam Power Distribution Company Ltd.
- (iv) The college will initiate processes for a grand celebration of its **Golden Jubilee** with one year long various academic, infrastructure building and cultural activities.

B. Long Term Plan

- (i) To replace the conventional (non-renewable) energy back-up systems with the help of **solar energy** operated systems which are **eco-friendly** and renewable.
- (ii) To provide a green campus to the college.
- (iii) To achieve the status of a Post Graduate College. This will be done in three phases:

Phase 1: Departments like English, Education and Political Science, which are showing relatively better performance during the last decade, will be upgraded to PG status.

Phase 2: Faculty strength in departments like Assamese, Bengali, Philosophy, Economics will be increased, capacity building will be initiated so that they can be upgraded to PG status gradually.

Phase 3: Major will be introduced in the departments like Hindi, History and Sociology, new faculties will be inducted and attempts will be made to upgrade them to PG status.

Part – B **Criterion-I**

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
Ph. D				
PG				
UG	1		2	
PG Diploma				
Advanced Diploma				
Diploma				1
Certificate				5
Others				
Total	1		2	6

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective Option/Open Options:

Since the college is affiliated to Dibrugarh University, Assam, it cannot develop a curriculum on its own as it has to abide by Govt. of Assam and Dibrugarh University rules. But within the existing curriculum, the college offers nine subjects (Major) and eleven subjects (Core) to choose from. Hence the flexibility of the curriculum is limited.

(ii) Pattern of programmes:

Pattern	Number of Programmes
Semester	3
Trimester	Nil
Annual	1 (10+2 Level)



1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback: Online Manual Co-operating schools (for PEI)

1.4 Whether there is any revision/update of regulation of syllabi, if yes, mention their salient

The college is affiliated to Dibrugarh University, which is responsible for revision/updating the syllabi. As a matter of fact, with the introduction of the Semester system, the syllabus was updated in 2011.

1.5 Any new Department/Centre introduced during the year, if yes, give details

Sociology was introduced as a new subject/department at undergraduate level

Criterion-II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Assistant Professor	Associate Professor	Professor	Others
26	15	10	Nil	01(Principal)

2.2 No. of permanent faculty with Ph. D

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Assistant Professors		Associate Professor		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
--	13	--	--	--	--	--	--	--	13

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International Level	National Level	State Level
Attended	Nil	1	Nil
Presented Papers	Nil	2	Nil
Resource Persons	Nil	Nil	Nil

2.6 Innovative processes adopted by the institution in Teaching and Learning:

1. Attempts have been made to make the classroom teachings more interesting/fruitful and thought provoking with the introduction of methods like (I) Group Discussion, (II) Audio Visual Presentation, (III) Frequent use of Internet facility etc.

2.7 Total No. of actual teaching days during this academic year: **194 days**

2.8 Examination/Evaluation Reforms initiated by the Institution (for example: Open Book, Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Examination/Evaluation Reforms are outside the purview of the affiliated college. However, a few teachers of our college are there as Members in the University Court and University Academic Council who contributed towards the University Policy in various matters including Examination Reforms.

2.9 No. of Faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development Workshop

Board of Studies: Nil	Syllabus Development Committee: Nil
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2.10 Average percentage of attendance of students **80%**

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total No. of students appeared	Division				
		Distinction %	I%	II%	III%	Pass %
B.A. (Major)	114	--	50%	42.98%	--	92.98%
B.A. (Pass)	221	--	4.97%	23.52%	59.72%	88.23%

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning Process:

- (a) There exists a broad based **Academic Committee** in the college consisting of all the H.O.D.s, representatives from Administration/student community/parents-guardian association/ Academicians. The Committee is empowered with the responsibility of planning/ executing and monitors the academic agenda of the college. It also decides on remedial actions/modification on the teaching & learning process if and when the necessity arises.
- (b) The College Administration in consultation with the I.Q.A.C. ensures periodic sitting (twice in a Semester) of the Heads of different departments where progress of the academic agenda discussed and monitored.
- (c) The College Administration has introduced the “**Teachers’ Diary**” which is devised in such a way that the performance of a teacher can easily be tracked at any point of time during the academic year.

- (d) A newly introduced “**Students’ Diary**” is in place where the overall performance of the students can be recorded and thereby easily monitored.
- (e) A comprehensive “**Feedback Collection System**” is in place whereby the college administration gets a thorough feedback from the students, which helps it improve its service towards the student community.
- (f) Regular Class Test and Unit Test are being held at the initiatives of each department to keep abreast of the academic progress of the students.
- (g) The College Administration and the I.Q.A.C. facilitates the conduction of Group Discussions and Seminars among the students on regular basis to enhance their academic performance.
- (h) Remedial, Tutorial and Special Classes are organised to help students those who are lagging behind academically.
- (i) Free Remedial Classes are held for Hostel Boarders.

2.13 Initiatives undertaken towards faculty development

<i>Faculty/Staff Development Programmes</i>	<i>Number of faculty benefited</i>
Refresher Courses	5
UGC – Faculty Improvement Programme	1
HRD Programmes	Nil
Orientation Programmes	1
Faculty Exchange Programme	1
Staff training conducted by the University	Nil
Staff training conducted by other institutions	1
Summer/Winter schools, Workshops, etc	3
Others	0

2.14 Details of Administrative and Technical Staff

Category	Number of Permanent Employees		Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	1		--	1	--
Technical Staff	Grade III	7	1	--	--
	Grade IV	5	--	--	--

** In Assam, a Provincialised College is headed by a Principal who is the Administrative Head and is assisted by a number of clerical staffs for official and administrative works.

Criterion-III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

1. New Research Journals/Periodicals are being subscribed to the Library.
2. The whole college campus is connected through WI-FI with high speed internet connection.
3. Teachers' are being encouraged to participate/ present research papers at various National/ International Seminars/Workshops etc.
4. The Principal takes personal initiatives in helping teaching faculties prepare their Research Project Proposals to be sent to financing authorities like UGC, State Govt. Agencies etc.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	3	3	0
Outlay in Rs. Lakhs	Nil	3	6.35	Nil

3.4 Details on research publications

	International	National	Others
Peer Review Journals	2	Nil	Nil
Non-Peer Review Journals	Nil	1	1
e-Journals	3	Nil	Nil
Conference Proceedings	Nil	Nil	Nil

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organizations:

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major Projects	--	--	--	--
Minor Projects	2 Years	U.G.C.	7,25,000.00	6,35,000.00
Interdisciplinary Projects	--	--	--	--

Industry Sponsored	--	--	--	--
Projects sponsored by the University/College	--	--	--	--
Students research projects (other than compulsory by the University)	--	--	--	--
Any other (specify)	--	--	--	--
Total	2 Years	U.G.C.	7,25,000.00	6,35,000.00

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST

DPE DBT Scheme/funds

3.9 For College Autonomy CPE DBT Star Scheme

INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	Nil	Nil	Nil	Nil	Nil
Sponsoring agencies	Nil	Nil	Nil	Nil	Nil

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations: International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	Nil

International	Applied	Nil
	Granted	Nil
Commercialized	Applied	Nil
	Granted	Nil

3.17 No. of research awards/recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	District	College
1	Nil	1	Nil	Nil	Nil	Nil

3.18 No. of faculty from the Institution who are Ph. D Guides
and students registered under them

3.19 No. of Ph. D awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowship (Newly enrolled + existing ones)

JRF SRF Project Fellows Any Other

3.21 No. of students Participated in NSS events:

University Level State Level
National Level International Level

3.22 No. of students Participated in NCC events:

University Level State Level
National Level International Level

3.23 No. of Awards won in NSS:

University Level State Level
National Level International Level

3.24 No. of Awards won in NCC:

University Level State Level
National Level International Level

3.25 No. of Extension activities organized

University forum		College forum		
NCC	X	NSS	4	Any other X

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

(i) **Gyan Setu – A project under Science Popularization Scheme (13/12/2013 to 18/12/2013):**

Tinsukia, along with the neighbouring state Arunachal Pradesh, which can be considered as catchment area for this college, is one of the most backward regions in entire India. As a part of our relentless effort to educate the society, a series of Workshops for Science Popularization and Growth of Scientific Attitude has been organized in different Blocks and Educational Institutions of Tinsukia District. The project was undertaken in collaboration with **Jnana Prabodhini**, an internationally famed organization dedicated to the fields of Education, Research, Rural Development, Women Power, Youth Organization, National Integration and Health. Trained volunteers from Jnana Prabodhini along with Resource Persons and student volunteers of the college took part in the project.

(ii) Adopted a village “Natun Gaon” 8 KM away from the college under extension activity.

(iii) **PARTNERSHIP WITH SNEHALAYA** (A school for specially abled Children): Women’s College, Tinsukia has taken initiative to become a long term partner of the NGO in its service to the mankind. The college has registered with this NGO on 18-06-2014 as a life member and has engaged its students in various programmes to help the specially abled students of this NGO/ School. A **donation box** is going to be installed in the college canteen where the voluntary donation from the students/teachers/non-teaching would be accumulated to offer financial help to the NGO.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities		Existing	Newly Created	Source of Fund	Total
Campus Area		10 Bighas	--	--	10Bighas
Class Rooms		30	5	Own	35
Laboratories		03	--	--	03
Seminar Halls		01	01	--	02
No. of important equipments purchased ($\geq 1 - 0$ lakh) during the current year		NIL	NIL	N/A	NIL
Value of the equipment purchased during the year (Rs. In Lakhs)		NIL	NIL	N/A	NIL
Others	1. Xerox:	1	1	Own	2
	2. Inverters:	1	3	Own	4
	3. LCD Projectors:	6	0	UGC	6
	4. Generators:	2	0	UGC	2
	5. A-C:	2	0	Govt.	2
	6. Cyclostyle Machine	1	0	Own	1
	7. Water Cooler:	1	0	Local Resource	1
	8. Biometric Machine	1	0	Govt.	1
	9. Computers	58	3	UGC/ Own	61
	10. Camera	1	1	Own	2
	11. TV	6	0	UGC	6
	12. Fans	165	0	Own	165
	13. Audio System (Class room)	4	0	Own	4
	14. Audio System (Auditorium)	2	0	Own	2
	15. Multi Gym	0	1	Own	1
	16. Treadmill	0	2	Own	2
	17. Cycling Machine	0	2	Own	2
	18. Abs Rocker	0	1	Own	1
	19. Badminton Set	1	1	Own	2
	20. Volley Ball Set	0	1	Own	1
	21. T.T. Set	1	1	Own	2

4.2 Computerization of administration and library

The college Library has been fully computerized. OPAC (SOUL) Software is in use for complete transaction in the Library. The Library users can use this software for tracking/
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advance booking of library materials.

The college administration has gone ahead with its decision of purchasing and installing a comprehensive Office Management Software. The quotations have been collected and the file is in process with the Purchase Committee. It is expected that the installation of the College Management Software will be complete by July 2015.

4.3 Library Services

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	16050	7,20,705.00	324	71,402.00	16374	7,92,107.00
Reference Books	23256	14,27,001.00	411	3,22,332.00	23667	17,49,333.00
e-Books	51000	Free of Cost	46000	Free (N-List)	97000	Nil
Journals	27	25,545.00	2	1,984.00	29	27,529.00
e-Journals	2100	Free of Cost	3900	Free (N-List)	6000	Nil
Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	Nil	Nil	Nil	Nil	Nil	Nil
Others (specify)	10616	Free of Cost	350	Nil	10966	Nil

4.4 Technology up-gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others (Library)
Existing	53	01	Broadband connection in 29 PCs	02	01	06	08	08
Added	03	01	--	--	--	--	--	Nil
Total	56	02	29	02	01	06	08	08

4.5 Computer, Internet access, training to teachers and students and any other programme for technology up-gradation (Networking, e-Governance etc)

- i) The college has high speed internet connectivity in 29 computers with full access for students, teachers, and office and library staff.
- ii) Teachers are encouraged to do short term courses on Computer through COC course offered by the college. This is being done to make them computer friendly.
- iii) The whole campus is WI-FI enabled, where students/teachers/office staff can have free access to internet.
- iv) Students can also avail free Internet access in the college library.
- v) The Administration is planning to bring the Girls' Hostel also under the coverage of high speed internet with the help of WI-FI.
- vi) SOUL package for the Library has already been in use with the Librarian being

trained in the system.

4.6 Amount spent on maintenance in lakhs:

i) ICT	73,624.00
ii) Campus Infrastructure and facilities	18,47,471.00
iii) Equipments	57,250.00
iv) Others	3,21,854.00
Total:	23,00,199.00

Criterion-V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Student Support Services is on the priority list of the IQAC Agenda. IQAC, with active patronage of the college administration takes various steps to generate awareness about student support services among the teachers and employees.

- The thrust area is to provide a student friendly ambience in the college. The office staff/the library staff and the teaching faculties are being constantly sensitized in this direction. The whole college management has been overhauled in a way to make it student friendly.
- Different Committees aimed at providing support to the students in their academic pursuit are advised to act in a way so that students can harness maximum benefit within the available resources.
- The college administration and the governing body is being sensitized about the ever growing cost of education – leading to ever increasing drop-out rate/poor performance due to inability of the parents to meet the financial expenses. The outcome of the effort is that the college authority has made arrangement for providing financial assistance to meritorious/needy students. It is also planning to increase the quantum of financial assistance so as to cover at least 40% of the total enrolled students.
- Teaching faculties are constantly being encouraged to take individual care of the students. Plan is on to divide the students into smaller groups and assigned counsellor/teacher guardian to each group. However, due to extremely high student teacher ratio it has not been possible to achieve the desired goal.

5.2 Efforts made by the institution for tracking the progression

1. Class Tests and Unit Tests: Regular holding of class tests and unit tests in the institution is the key to our monitoring the academic progression of the student.
2. **Feedback/Suggestion System (Students' Diary):** The College has a system of collecting regular feedbacks and suggestions from the students. The parents also can and they do give their feedbacks on slots provided to them in the Students Diary/Academic Calendar. We scan the feedbacks regularly to figure out the progression made in the direction of enhancing the Students Support Services.

3. **Periodic meeting of the Academic Committee with the H.O.Ds.:** Meeting of the Academic Committee and the H.O.Ds of different departments are held regularly, which helps tracking the progression.

5.3 (a) Total Number of students

UG	PG	Ph. D	Others
1020	05 (under Distance Mode)	--	Diploma – 08 Certificate–383

(b) No. of students outside the state

41

(c) No. of international students

Nil

Men	No	%	Women	No	%
	Nil			Nil	0%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
771	66	102	216	NIL	1155	407	61	89	463	NIL	1020

$$\text{Demand ratio: } \frac{330}{531} = 1:1.6$$

$$\text{Dropout \%: } \left(\frac{461 - 355}{461} \right) \times 100 = 22.99\%$$

5.4 Details of student support mechanism for coaching for competitive examinations (if any)

NIL

5.5 No. of students qualified in these examination

NET	0	SET/SLET	0	GATE	0	CAT	0
IAS/IPS etc	0	State PSC	0	UPSC	0	Others	0

5.6 Details of student counselling and career guidance

Sl. No.	Programme	Date	Detailed Report	Outcome
01.	OnWorkshop Career Orientation, Motivation and Employability Skills	08-02-2014	Ministry of DONER, Govt. of India in collaboration with North India Management Association (NIMA) and Women's College, Tinsukia has organized a one day Workshop on Career Orientation, Motivation and Employability Skills at the college auditorium. Hon'ble DONER Minister Sri P.S. Ghatowar has inaugurated the Workshop. Dr. Gulshan Sharma, President, NIMA, Sri J. Narlikar, IAS, P.S. to Hon'ble Minister DONER and Sri A.M. Singh, IAS, Joint Secretary, DONER Ministry took part as Resource Persons. Students from various colleges/H.S. Schools of Tinsukia District participated in the Workshop.	

02.	Workshop on Entrepreneurship Development	03-03-2014 & 04-03-2014	Indian Institute of Entrepreneurship (IIE) in collaboration with Oil India Ltd, Duliajan, organized a two day long workshop/programme on “ Entrepreneurship ” for 6 th SEM students (100 students)	<ul style="list-style-type: none"> • They are now better oriented and have shown a keen interest in enhancing their Employability skill. The workshop has motivated the students to a great extent.
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No. of students benefited: 1) NIMA Workshop on “Career Orientation...”:

2) Entrepreneurship Development:

5.7 Details of campus placement

<i>On Campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	Nil

5.8 Details of gender sensitization programme

- The college being a women’s college, there has been no incidents (reported) of gender discrimination and hence gender sensitization has been an agenda of low priority.
- However, the Administration realizes the seriousness and gravity of the issue and has planned to initiate and continue with a well devised set of programmes from the academic session 2014-2015.

5.9 Students Activities

5.9.1

(a) No. of students participated in Sports, Games and other events

State/University Level National Level International Level

(b) No. of students participated in cultural events

State/University Level National Level International Level

5.9.2 No. of medals/awards won by students in Sports, Games and other events

Sports: State/University Level National Level International Level

Cultural: State/University Level National Level International Level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	14	44,810.00
Financial support from government	46	2,64,560.00
Financial support from other sources	Nil	Nil

Number of students who received International /National recognitions	Nil	Nil
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5.11 Student organized / initiatives

Fairs: State/University Level National Level International Level

Exhibition: State/University Level National Level International Level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

- No Major grievances reported.
- We have installed **STUDENTS' FEEDBACK BOXES at different** sections of the Administrative and Academic building. These boxes are meant for collecting feedbacks/Grievances from students. We open the boxes once in a week and address to the complaints/ grievances immediately.
- For Major grievances the College has **Grievance Redressal Cell** in place.

Criterion-VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the Institution

Vision: To become a Centre of Excellence of the highest order in women's education and to contribute towards the nation building.

Mission: To spread the cause of women's education in this remote, academically and economically disadvantaged part of the country and to produce students who are self-sufficient, educated in the real sense of the term and temporally relevant.

6.2 Does the Institution have a Management Information System?

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

This is within the purview of the Dibrugarh University. However, a number of senior teachers of our college are invited to take part in curriculum planning and Development of the University.

6.3.2 Teaching and Learning

The strategy adopted by the institution for improvement of quality in teaching and learning can be categorized as follows:

- a) **Identification of strengths and weaknesses:** The basic strategy is to identify the strengths and weaknesses in the system. Here the system comprises of the teachers, the students, the administration and the infrastructure in the college. To identify strengths and weaknesses of the teachers and students there is a broad spectrum **Academic Committee**, which in consultation with the Administration, periodically assesses and monitors the performance of teachers and students individually. The same for the administration as well is done as per the guidelines set for Higher Educational Institutions by UGC, NAAC etc.
- b) **Damage Control Initiatives and Remedial etc:** The college Administration and its Governing Body is very strict and never hesitates to take necessary action as soon as any weakness in the system is figured out. However, the first intention has always been to minimize the damage and then it goes about in a systematic way to initiate the remedial measures.

6.3.3 Examination and Evaluation

While all the final examination and evaluation works are done by the University, the college conducts Internal Evaluations like Sessional Examination, holding of Seminars, Group Discussions and recording of student attendance and these constitute 20% of the weightage in the Final Examination.

6.3.4 Research and Development

The atmosphere prevailing in the college as far as research at undergraduate level concerned is not satisfactory. This drawback is believed to be caused by the following factors:

- a) In the present curriculum there is not much scope for both teachers and the students to do research work at undergraduate level.
- b) The college is not allowed to design its own curriculum (it is exclusively in the hand of affiliating university only) to make it suitable for Research and Development Programmes at undergraduate level.

However, it is worth mentioning that two of our faculty members Mr. Budul Ch. Das and Mrs. Dreamsea Das have been engaging themselves in active research work as registered Research Scholar under Gauhati University and Dibrugarh University respectively.

Dr. Rajib Bordoloi, Principal, have been doing active research work (post doctoral) under the banner of Centre for Laser and Optical Science, Doom Dooma, Assam, and have been contributing to various Research Journals.

6.3.5 Library, ICT and physical infrastructure/instrumentation

1. LIBRARY

- (a) The College Library is open access type and it has 16374 Nos. of Text Books, 23667 Nos. of Reference Books, 97000 E-Books, 17 Journals, 6000 E-Journals, 12 Magazines and 9 Newspapers to cater for both students and teachers.
- (b) The daily average users of the Library are 41.
- (c) The reading hall capacity of the Library is 87.
- (d) It is fully computerized. OPAC (SOUL) Software is in use for complete transaction in the Library. The Library users can use this software for tracking/ advance booking of library materials.
- (e) The Library has 8 (eight) Nos. of Computers and out of that 4 Computers are fully equipped with high speed broadband internet connection which students can access every working day. The effort is on to increase the number of computers with internet connectivity.
- (f) At present Library is under staffed. We have applied to the concerned authority for extra hand in the Library.

2. ICT

- (a) The College Campus is equipped with high speed WI-FI broadband connection.
- (b) The College has two computer labs with a total of 29 Computers with internet connectivity.
- (c) The College Office is also equipped with 5 Nos. of Computers (Wi Fi connected) and 4 Nos. of Printers.
- (d) The College Administration has planned to upgrade the existing Broadband Connection with a new one with higher uploading and downloading speed.
- (e) Majority of the classrooms are connected with audio-visual projector system which can be connected to high speed internet to use during lecture sessions.
- (f) The Administration has gone ahead with its plan of introducing interactive smart board in the lecture halls and creates a well equipped media centre during the period 2014-2015.

3. PHYSICAL INFRASTRUCTURE/INSTRUMENTATION

- (a) Classroom and Lecture Hall: The College has a 30 Nos. of Classrooms and 5 Nos. of Lecture Hall. Five Classrooms are equipped with LCD Projectors apart from basic amenities like light fans etc.
- (b) Students' Common Room: Equipped with sitting arrangement for 100 students at a time, LCD TV with satellite TV connectivity, adjacent toilet with safe drinking water facility.
- (c) College Canteen: A sophisticated canteen with sitting arrangement for 40 students at a time, which provides a wide variety of hygienic food at subsidized price.
- (d) Gymnasium Hall: Equipped with modern equipments like multi-gym, tread mill, cycling machine etc.
- (e) Water Purification Unit: Nine numbers of Water Purifiers and a high capacity water

cooler machine is in place.

- (f) Auditorium cum Indoor Stadium: One modern Auditorium, which can also be used as indoor stadium with two badminton courts and one table tennis board.
- (g) Girls' Hostel: The college hostel can accommodate 128 boarders. Efforts are on to increase the number of boarders.
- (h) Xerox Facilities: The College has two Multipurpose Xerox Machines.
- (i) Mini Departmental Store: The College has one departmental store which provides stationery materials to the students at reasonable price.
- (j) Health Centre: The College does not have a full fledged health Centre. At present we have one First Aid Room equipped with basic first aid facilities. A health centre is coming up in a very short time.

6.3.6 Human Resource Management

The aim of the administration has been to optimize the use of human resources available within the system.

1. With systematic training and skill development programmes the capacity of the administrative staff have been made multi-dimensional so that every single staff is capable of shouldering total responsibility of a project on its own. For example every administrative staff is computer friendly with in-depth knowledge of accounts, office management etc.
2. A section of the teaching faculties are well versed on various aspects of office management. This extra quality, apart from their normal teaching-learning activities helps the administration in its smooth running of the college. These trained / competent and knowledgeable teaching faculties can be used as a back-up system under such circumstances where work at war footing is required.

6.3.7 Faculty and Staff recruitment

Faculty and Staff recruitment is an area where the college has to follow the State Govt. rules and regulation and can hardly take up any strategy of its own.

There had been a new recruitment during the year viz. Sri Bijit Kr. Dey, as Junior Assistant against a permanent and sanctioned post.

The college under compulsion had to make purely temporary recruitment of 23 Nos. of teachers/non-teaching staff in various departments on purely temporary basis.

6.3.8 Industry Interaction/Collaboration

In this Arts Stream college (with B.B.A. and B. Com on self financing basis) there is little scope for Industry Interaction. We are offering traditional courses and yet to frame out a definite strategy for industry interaction and collaboration on the basis of the B.B.A. and B. Com Courses. In this remote North-Eastern State there is no heavy industry and specially in the Tinsukia District there are only small industries and under the existing circumstances industry interaction on collaboration is a distant cry.

However, we have been trying to figure out ways to introduce industrial collaboration for students of B.B.A. and B. Com.

6.3.9 Admission of Students

- Admission to any academic curriculum in the college is dependent on the Academic Calendars of the Affiliating University (Dibrugarh University) and Assam Higher Secondary Education Council (AHSEC).
- The college strictly adheres to and deliberately maintains a transparent admission policy.
- The admission process is advertised in State level Newspapers and the college website, well ahead of the admission schedule.
- Admission is done completely on merit basis following all the reservation rules of the State Govt.

6.4 Welfare schemes for

Teaching	There is a scheme named Employees Mutual Benefit Fund, which provides financial assistance for needy teachers in the form of loans at a very low rate of interest.
Non-Teaching	<ul style="list-style-type: none"> • The non-teaching staffs are also covered under the Mutual Benefit Fund Scheme and they can avail similar benefit as availed by the teaching staff. • The College Administration provides free accommodation to Grade-IV employees. This is done keeping in view of their weak financial condition.
Students	<p>Besides the Scholarships offered by the Govt. like National Merit Scholarship, State Merit Scholarship, Scholarship for SC/ST students etc, the college has its own schemes of offering scholarship to the needy and meritorious students. Some of such schemes running at present are</p> <ul style="list-style-type: none"> • Dr. Indira Miri Scholarship • Chandraprava Saikiani Scholarship • Student Aid Fund, which covers 5% of the total students' strength in the college.

	<ul style="list-style-type: none"> • Book Bank in the library provides free books on loan basis to the needy students. <p>The college keeps a permanent Instructor for offering Martial Art and Yoga Training to the girls.</p> <p>Free Health Check-up camps are held from time to time in the college premises where HIV test, STD, Malaria, Hepatitis and Thalasemia tests are conducted for students by Govt. Doctors.</p>
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6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	--	No	
Administrative	Yes	State Govt.	Yes	College Administration

6.8 Does the University/Autonomous College declare results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/Autonomous College for Examination Reforms?

<p>As far as the implementation of examination reforms is concerned, it is outside the purview of the affiliated college. However, a few teachers of our college are there as Members in the University Court and University Academic Council who contributed towards the University Policy in various matters including Examination Reforms. For example, the changes have been made in the Internal Assessment System in the Degree Course recently viz. the marking pattern of Internal Assessment which consists of Class Attendance, Home-Assignment and Sessional Examination and is designed with a view to enhancing the quality of education by ensuring regular attendance, continuous evaluation and more involvement in the use of Library.</p>

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent college?

Not applicable for us being an affiliated college to Dibrugarh University, Assam
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6.11 Activities and support from the Alumni Association

1. The Executive Body of the Alumnae Association has been newly constituted with a
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- view to bringing fresh ideas/manpower to it.
2. The newly constituted body has undertaken the following **activities/support services** during this period:
 - The enrolment to the association has been increased with induction of new members (from the outgoing 6th Semester Students).
 - On 8th March 2014, the Alumnae Association of our college observed International Women's Day with day long activities.
 - Fund raising drive has been initiated through membership fee/gift coupon lottery etc.
 - A workshop on “**Ethnic Ornament making from Waste Materials**” was organized by Alumnae Association to train our students.
 - Alumnae Association in collaboration with Women's Studies and Development Cell of our college has organised **Legal Awareness Camp on 20-11-2013 for village women in Natun Rangagora Gaon**, Guijan, Tinsukia, Assam. In this camp, **legal awareness talks** were delivered by **legal experts and free legal support services** were provided to needy women in this region.

6.12 Activities and support from the Parent – Teacher Association

A Parent-Teacher Association is in existence. Though there has been no significant activity worth mentioning during this period.

6.13 Development programmes for support staff

1. One health check-up and health awareness camp was organised in the month of May 2014.
2. Support staffs were taken to free vaccination (Encephalitis, Hepatitis B) camp.

6.14 Initiatives taken by the institution to make the campus eco-friendly

1. The whole campus has been declared as Plastic Free Zone.
2. Students, teachers and non-teaching staffs are encouraged to organize periodic cleanliness drive in the campus.
3. Electronic and toxic waste management system is not in place in the campus. However, the Administration takes utmost care to ensure that such waste materials do not get disposed in public places.
4. There has been a tree plantation drive in the campus in which more than 100 new saplings were planted.

Criterion-VII

7. Innovations and Best Practices

- 7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details

1. **Creation of student-friendly environment:** From the analysis of the feedbacks obtained from majority of the students during this period it became evident that the prevailing atmosphere in the college was not 100% student friendly. The Principal, who joined recently has taken swift measures to ensure a student friendly environment. All the administrative staff/support staff/library personnel along with the teaching faculties were given specific instruction/necessary orientation so that they remain ready with their helping hands towards the students on “24x7 basis”. A special section in the office has been created in the name of **students’ corner** where specific persons (office staff) were assigned to ensure that any problem/ grievance is addressed and remedial measure is taken within 24 hours.
2. **Monitoring of performance of teachers:** All the teachers have been provided with **Teaching Diary**, where they keep record of their classroom activities apart from other academic activities. Introduction of **Teaching Diary** has made it easier for the Administration to monitor the academic performance of a teacher.
3. **Monitoring of performance/progress of students:** All students are provided with a **Students’ Diary cum Academic Calendar** in the form of a pocket book where, they/concerned teachers can keep record of the Academic Performance/Activities of the students. Introduction of this innovative idea has made it possible for Authorities/ Teachers/ Guardians to monitor the performance of every individual student and take necessary remedial measures.
4. **Round the year collection of Students’ Feedback and speedy remedial measures:** There is a provision for periodic feedback collection. However, the college administration has decided to introduce a new concept of swift grievance redressal and has introduced **feedback boxes** at every corner of the college campus (*including one in front of Principal Chamber*). These boxes are opened once in a week, the Principal personally goes through the complaints /feedbacks found in the boxes and takes immediate remedial action.
5. **Easy access to college authority and quick redressal of grievances:** The access to the Principal’s office for the students/guardians has been made free from 9 a.m. to 4 p.m. This has been done to ensure that their complains/grievances come to the notice of the Authority without delay.
6. **100% transparent admission procedure:** This ensures the entry of only deserving students into the college.
7. **Hygienic Food at subsidized price at college canteen:** One way to get remains healthy is to have good food in hygienic condition. Keeping this in mind the College authority keeps a strict vigil in the college Canteen for ensuring supply of hygienic food to the students at a subsidized price within the campus, which in turn helps the students make best use of the their study time and prepare hard for their exams.
8. **Gymnasium:** A new Gymnasium cum Yoga Centre has come-up, which is equipped with modern multi-gym, tread mill, cycling machine, abs rocker etc. The multi-gym along with the indoor game facilities has developed a sporting environment in the college and inculcated the

spirit of healthy competition among the students.

9. **Completion of course in time:** The College Administration, in coordination with the Academic Committee ensures completion of the course at least 20 days ahead of the examination schedule. Tutorial and Remedial Classes are regularly held to help the weaker students.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Plan of Action	Action taken
<p style="text-align: center;"><u>ACADEMIC</u></p> <p>1. To explore various Govt. and Non-Govt. funding sources in order to strengthen and upgrade the existing infrastructure of the college in order to keep pace with the fast changing scenario in higher education.</p> <p>2. To explore opportunities in the field of Distance Learning so that more students can get enrolled in various Degree/ Masters/ Diploma /Certificate Courses offered by various</p>	<p>1. (a) Proposal has been submitted to the Director of Higher Education, Assam (Vide Letter No WC/DHE/112/DPR/2013/336 dated 26/11/2013) requesting State Govt. grant of Rs. 1,82,29,300.00 for construction of Digital Classrooms.</p> <p>(b) Proposal has been submitted to the UGC, NERO, Guwahati, Assam, seeking financial assistance for construction of New Girls' Hostel (Vide Letter No UGC/2012/2014/455 dated 20/02/2014).</p> <p>(c) Proposal has been submitted to the UGC, NERO, Guwahati, Assam, seeking financial assistance for Remedial Coaching (for SC/ST/OBC and Minorities) and Coaching for Entry in Service (Vide Letter Nos. UGC/2012/2014/460 dated 20/02/2014 and UGC/2012/2014/461 dated 24/02/2014).</p> <p>(d) Proposal has been submitted to the UGC, NERO, Guwahati, Assam, seeking financial grant for establishment of Community College (Vide Letter No WC/UGC/2012/2014/493 dated 29/03/2014)</p> <p>The College Administration has submitted proposal to Tezpur University (Central University) for opening a study centre under its Open and Distance Learning Scheme (CODL). Approval from the concerned University has already been received in this direction.</p>

reputed Universities.	
3. To introduce Major in Hindi	Preparations are on towards the introduction of Major in Hindi from the next Academic Session 2015-2016
<u>RESEARCH & DEVELOPMENT</u>	
1. With a view to creating an environment for Research Work at undergraduate level the college administration has decided to encourage the faculty members to apply for financial assistance from UGC under MRP	Three faculty members of the college have received financial assistance from the UGC under the MRP Scheme. The total amount of financial assistance received is Rs. 7,25,000/- (Vide UGC's Letter No F.5-255/2013-14/MRP/NERO/609 dated 23-05-2014, F.5-198/2013-14/(MRP/ NERO)/610 dated 23-05-2014 and F.5-303/2013-14/(MRP /NERO)/17965 dated 28-03-2014
<u>INFRASTRUCTURE</u>	
1. Present state of infrastructure in the Hostel was found to be inadequate and it is felt that immediate measures to be taken for its improvement	1. Construction has begun for a modern Kitchen-cum-Dining Hall, which is to be equipped with facilities so that it can also be used as reading-cum-community hall for the hostel boarders. 90% of the construction has been completed.
2. Basic amenities like pure drinking water, hygienic toilets, Xerox facilities, departmental store, common room, Gymnasium, modern health centre, indoor games facility are to be provided to the students within a year	2 (a) Seven Nos. of high capacity (branded) Water Filters were installed in the college premises. (b) Three new toilets fitted with modern facilities have come-up. (c) A new Xerox Machine has been purchased and installed in the Administrative Block. (d) A Mini Departmental Store has been opened. Students' can purchase various stationery items at reasonable price. (e) The Girls' Common Room has been equipped with new chairs, desks, tables, satellite TV and Water Filter. (f) A new Gymnasium cum Yoga Centre has come-up, which is equipped with modern multi-gym, tread mill, cycling machine, abs rocker etc.

<u>Plan of Action</u>	<u>Action taken</u>
<u>INFRASTRUCTURE</u> 3. To take possession of the plot of land measuring 5 Bigha covered by Dag No 10 of	3. Initial work for permanent demarcation of the boundary has been initiated.

<p>Itakhuli T.E. No. 250 NLR Grant, Tinsukia Mouza, which was given possession to the college vide Govt. Order No TRR.97/2009/17 Dated 24-02-2010.</p> <p>4. To computerize the whole administrative system with the help of management software</p> <p>5. To initiate the process for installation of a 100 KVA Transformer in order to fulfill the norms of the Assam Power Distribution Company Ltd.</p>	<p>4. Quotations has been collected from different parties and the same has been placed before the Purchase Committee for approval</p> <p>5. Initial work in this direction has started.</p>
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7.3 Give two Best Practices of the institution (*please see the format in the NAAC self-study Materials*)

1. Fund mobilization has been initiated in order to ensure that more students can avail scholarship from Students' Aid Fund of the College (14 Nos. of meritorious but financially weak students have been provided with one time grant under this scheme). Two scholarship schemes viz. Dr. Indira Miri Scholarship and Ms. Chandra Prava Saikiani Scholarship that have remained inactive for last few years have been revived and the cash amount has been doubled in each.
2. Apart from regular feedback collecting system a noble feedback cum grievance redressal system has been developed. Here students can submit their feedback/ grievances etc at specified boxes placed at different locations of the college campus. The Principal collects the feedbacks once in a week and remedial steps are ensured within 24 hours.

7.4 Contribution to environmental awareness/protection

1. Tree Plantation is done to cover the whole campus with 100 Nos. of new saplings.
2. Proper disposal of waste material: The College, on principle does not allow use of non-degradable materials like plastic etc. Separate bins are installed for different types of degradable and non-degradable items.
3. Minimum use of electricity and diesel generators: Maximum use of day light is utilized by reducing the lunch interval for administrative staff. Use of diesel generator as electricity back-up has been minimized with the installation of new **inverter sets**.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add (for example SWOT Analysis)

Sl. No.	Strengths	Weakness	Opportunities	Threat
1.	Teachers are Hard working/ dedicated and fully trained.	Student – Teacher ratio is very high. Large number of posts is lying vacant (due to non-receipt of necessary approval from the appointing authority in time).	Scopes are there for introduction of new subjects/ Courses as the Government has given thrust on Women education and empowerment.	Mushrooming of Private Institutions for higher education with better infrastructure (but higher fee) are attracting the students, causing decline in enrolment.
2.	Extra Career Oriented Courses and Self Financing Courses are being provided to ensure EMPLOYABILITY.	Subjects offered by the University curriculum are too conventional to attract students and to ensure Employability	With govt funding new futuristic courses can be introduced.	Newly introduced futuristic courses without proper infrastructure and man power do not last long. Present Govt policy does not encourage Creation of new posts in colleges and the College does not have huge fund of its own to run such a subject for a long term.
3.	College is at the heart of the City, which makes it easily accessible.	<ul style="list-style-type: none"> • Does not have a single green campus. • No free space for new construction. • Does not have a full fledged outdoor playground 	Govt. (UGC) has schemes for providing sufficient grant to upgrade sports infrastructure. The college administration has been exploring all the possible sources to achieve a new plot of land for this purpose.	Due to lack of a secured single campus, sometimes Law & Order situation arise as a result the Security of the students gets compromised.

Sl. No.	Strengths	Weakness	Opportunities	Threat
4.	Buildings are well connected with WI-	Buildings are too old, hence not disaster	Government has its own policy for	Being a govt institution, the

	FI and Broadband internet connection. Buildings have all the basic facilities like electricity, Generator Connection, Good quality drinking water, Modern toilets etc.	friendly and needs immediate renovation.	providing sufficient fund for renovation and repairing work from time to time.	institution cannot demand huge fee from the students to improve its infrastructure. Private Colleges with funding from corporate sectors can provide better infrastructure and hence are more attractive to the students.
5.	Sufficient number of class rooms.	All the class rooms are not equipped with state of the art facilities	Proposals can be submitted to the UGC and State Govt. for financial aid.	Class rooms without modern facilities are less attractive and cannot provide up to date knowledge to the students.
6.	Good hostel with the basic facilities. The Hostel is specially meant for the SC and ST students. Hostel is very close to the Academic Block and Library.	Hostel Capacity is only 10% of the total student strength. Urgent need for construction of new hostel.	Grants are available for new hostel under UGC XII plan and proposal in this respect has already been submitted.	A College meant for girls' without 100% residential facility fails to attract good students.

8. Plans of institution for next year

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| 1. To initiate ground works for opening PG Courses at different departments. |
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2. To initiate preparation for Golden Jubilee Celebration of the college.
3. To make arrangements for necessary infrastructure and manpower in order to launch the Distance Learning Centre under Tezpur University, Tezpur, Assam.
4. Initiate the construction of new Women's Hostel.
5. Permanent Boundary demarcation of new plot of land allocated to the college.
6. To prepare an activity calendar for Alumnae Association of Women's College, Tinsukia in order to ensure its active participation at various agenda of the college.
7. To apply to the UGC for financial assistance under UGC-GDA Scheme.
8. To initiate a comprehensive action plan in order to develop the sports infrastructure in the college.
9. To introduce Major in Hindi and to introduce functional Hindi as a Career Oriented Course.
10. To introduce free coaching for various extra-curricular activities.



Name: Mr. Uttam Duorah
Associate Professor in English

Name: Dr. Rajib Bordoloi
Principal

(Signature of the Coordinator IQAC)

(Signature of the Chairperson)