

ANNUAL QUALITY ASSURANCE REPORT (AQAR)

For the Year 2013-14

H.P.B.Girls' College,Golaghat

Prepared by

Internal Quality Assurance Cell (IQAC)

H.P.B. Girls' College,Golaghat

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

I. Details of the Institution

1.1 Name of the Institution	H.P. B. GIRLS' COLLEGE
1.2 Address Line 1	P.O. BENGNAKHOWA
Address Line 2	DISTRICT- GOLAGHAT
City/Town	GOLAGHAT
State	ASSAM
Pin Code	785702
Institution e-mail address	hpbgc1969@gmail.com
Contact Nos.	+919435233782, +919435436101
Name of the Head of the Institution:	DR. BIPUL CHANDRA BHUYAN
Tel. No. with STD Code:	03774-243485

Mobile:

+919435526875

Name of the IQAC Co-ordinator:

MR. PALASH HANDIQUE

Mobile:

+919435436101

IQAC e-mail address:

iqachpbgc2015@gmail.com

1.3 NAAC Track ID (For ex. MHCogn 18879)

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC/58/RAR/070, Dated 10-03-2012

1.5 Website address:

www.hpbgirlscollege.edu.in

Web-link of the AQAR:

https:// www.hpbgirlscollege.edu.in/AQAR 2013-14.doc

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B		2003	5 YEARS
2	2 nd Cycle	B	2.71	2012	5 YEARS
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

04/12/2004

1.8 AQAR for the year (for example 2010-11)

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 2010-2011 on 01/01/2012
ii. AQAR 2011-2012 on 30/09/2012
iii. AQAR _____ (DD/MM/YYYY)
iv. AQAR _____ (DD/MM/YYYY)

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 ☐

(eg. 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 ☒ Science ☐ Commerce ☐ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

PG and other diploma programme
under distance mode under DDE,
Dibrugarh University and KKHSOU

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

DIBRUGARH UNIVERSITY

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

8

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

1

2.4 No. of Management representatives

1

2.5 No. of Alumni

2.6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held 5 Nos

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes ☒ No ☐

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

1. International Seminar on "Siu-ka-pha and 13th Century Assam"
2. National Seminar on "Displacement, Rehabilitation and Resettlement Problems of India: With special Reference to Assam"
3. National Seminar on "Tribal Women in the Changing Scenario of the North East"

2.14 Significant Activities and contributions made by IQAC

1. Organized an International Seminar, which is the first international seminar of the entire district.
2. Setting up a language lab in the college premises
3. Formulation of institutional best practice viz "Green College, Clean College"
4. Funded Student Research project initiative

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 *

Plan of Action	Achievements
1.To organize an International Seminar. 2. To organize National Seminars 3. To organize University level sports event 4. To organize soft skill training programmes 5. To enhance the infrastructure facilities for the student 6. To aware the newly enrolled students about the college, semester system, government as well as non-government scholarships schemes etc. 7. To start institutional funded student research project	1. An International Seminar has been organized.. 2. Two National Seminars are organized. 3. Dibrugarh University Inter College Women's Football competition has been organized. 4. Three months Tally TRP 9.0 has been successfully completed 5. A Language lab has been installed for augmenting the technological infrastructure of the college. 6. An orientation programme has been organized for the newly enrolled students during the starting of the session 7. Institutional funded student research project is started.

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management ☐ Syndicate ☐ Any other body ☒

Provide the details of the action taken

The AQAR was approved

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
PhD	0	0	0	0
PG	0	0	0	0
UG	2	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	8	2	7	8
Others	0	0	0	0
Total	10	2	8	8
Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	5
Trimester	0
Annual	5

1.3 Feedback from stakeholders*

(On all aspects)

Alumni ☒ Parents ☒ Employers ☐ Students ☒

Mode of feedback :

Online

☐

Manual

☒

Co-operating schools (for PEI)

☐

**Please provide an analysis of the feedback in the Annexure*

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

Syllabus has been set by the parent university (Dibrugarh University)

Syllabus for Poultry Management and Entrepreneurship Development and Siu-ka-pha study are prepared by the college itself.

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

1. Poultry Management and Entrepreneurship Development, a career oriented course has been introduced with the financial assistance of UGC. The basic objective of the course is to provide entrepreneurial skill to the unemployed youth as well as help themselves to be self-employed.
2. UGC Sponsored Siu- ka Pha Study Centre has introduced a certificate course on Siu-Ka-Pha.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
31	14	16	0	1

2.2 No. of permanent faculty with Ph.D.

6

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
Nil	1	Nil	Nil	Nil	Nil	Nil	Nil	Nil	1

2.4 No. of Guest and Visiting faculty and Temporary faculty

		3
--	--	---

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	3	7	3
Presented papers	11	13	2
Resource Persons	0	0	5

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

1. A Language lab has been installed for augmenting the technological infrastructure of the college.

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

243 days

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

Last Friday test initiated by the Department of English, Economic Dairy is initiated by the Economics Department , all the Departments have taken initiatives for smooth conduct of internal assessment

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

2

2

2.10 Average percentage of attendance of students

85.6%

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	140	5.71	32.85	13.57	0	46.42

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

At the department level mainly the HODs of every department monitor and prepare the report on the Teaching & Learning processes. The HODs submit the reports to the Academic cell of IQAC. The IQAC keeps track of students' performance and holds threadbare discussions in its regular meetings and makes specific recommendations for teaching and learning process. The IQAC also initiates the best practice viz. "Appointing Teacher Guardian" through which a comprehensive monitoring of the students' performance can be done.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	08
UGC – Faculty Improvement Programme	02
HRD programmes	02
Orientation programmes	00
Faculty exchange programme	01
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	03
Others	01

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	10	1	0	3
Technical Staff	2	1	0	1

Criterion – III

3. Research, Consultancy and Extension

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

1. The IQAC has emphasised to create a vibrant research culture in the campus. The research and extension cell motivates the teachers for external funded research projects.
2. IQAC also gives special emphasis for promoting research culture among the students by organizing workshops on “Research Methodology”
3. IQAC also provide sponsorship for the student research projects
4. It suggests the library to keep a separate research section .

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1		
Outlay in Rs. Lakhs		1.65 Lakh		

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	2		
Outlay in Rs. Lakhs	2.40 lakh	3 Lakh		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	2	1	0
Non-Peer Review Journals	2	6	1
e-Journals	1	0	0
Conference proceedings	0	0	0

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 organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2	UGC	1.65 lakh	1.02 lakh
Minor Projects	1.5	UGC	3 lakh	2.30 lakh
Interdisciplinary Projects	0	0	0	0
Industry sponsored	0	0	0	0
Projects sponsored by the University/ College	0	0	0	0
Students research projects (other than compulsory by the University)	1	H.P.B. Girls' College	0.25 Lakh	0.25 Lakh
Any other(Specify)	0	0	0	0
Total			4.90 lakh	3.57 lakh

3.7 No. of books published i) With ISBN No.

04

Chapters in Edited Books

21

ii) Without ISBN No.

01

3.8 No. of University Departments receiving funds from

UGC-SAP

CAS

DST-FIST

DPE

DBT Scheme/funds

3.9 For colleges

Autonomy

CPE

DBT Star Scheme

INSPIRE

CE

Any Other (specify)

3.10 Revenue generated through consultancy 2000/-

3.11 No. of conferences
organized by the Institution

Level	International	National	State	University	College
Number	1	2			1
Sponsoring agencies	UGC	UGC			College

3.12 No. of faculty served as experts, chairpersons or resource persons 4

3.13 No. of collaborations International 00 National 00 Any other 03

3.14 No. of linkages created during this year 00

3.15 Total budget for research for current year in lakhs :

From Funding agency 4.65 lakh From Management of University/College .25 lakh

Total 4.90 Lakh

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	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	Dist	College
03				03		

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them 01

3.19 No. of Ph.D. awarded by faculty from the Institution 00

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

JRF	<input type="text" value="00"/>	SRF	<input type="text" value="00"/>	Project Fellows	<input type="text" value="00"/>	Any other	<input type="text" value="00"/>
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3.21 No. of students Participated in NSS events:

University level	<input type="text" value="50"/>	State level	<input type="text" value="10"/>
National level	<input type="text" value="3"/>	International level	<input type="text" value="00"/>

3.22 No. of students participated in NCC events:

University level	<input type="text" value="50"/>	State level	<input type="text" value="30"/>
National level	<input type="text" value="06"/>	International level	<input type="text" value="00"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="00"/>	State level	<input type="text" value="1"/>
National level	<input type="text" value="00"/>	International level	<input type="text" value="00"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="06"/>	State level	<input type="text" value="02"/>
National level	<input type="text" value="02"/>	International level	<input type="text" value="00"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="06"/>
NCC	<input type="text" value="06"/>	NSS	<input type="text" value="02"/>
		Any other	<input type="text" value="02"/>

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

- The NSS wing of the College has organized a week long special programme at Kaboru Gaon High School where the NSS volunteers as well as faculty members of the college offered free teaching to economically backward and weak students of the village area.

- The NSS wing of the College also organized a blood donation camp at the college premises on 8th March , 2014 as the celebration of International Women's Day by setting a living example of serving the society.
- The Women cell also organized a legal awareness camp for the economically poor rural women of the region .

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	14.19 Acres	nil		14.19 Acres
Class rooms	17	2	Own fund	19
Laboratories	2	0		2
Seminar Halls	1	0		1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	3	2	State Government	5
Value of the equipment purchased during the year (Rs. in Lakhs)	15 lacs	15 lacs	State Government	30 lacs
Others	1	1(administrative building)	State Government	99.50 lacs

4.2 Computerization of administration and library

The library has been partially automated. The records of the books and journals have been computerized. Admission process of the college has been computerized .

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	5528	21005900	286	114400	5814	2220300
Reference Books	8255	4127500	360	198000	8615	4325500
e-Books	Nil	--	Nil	--	--	--
Journals	8	3700	1	1000	9	4700
e-Journals	Nil	Nil	Nil	Nil	Nil	Nil
Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	13	--	Nil	--	13	--
Others (specify) Computers	3	120000	Nil	--	3	120000

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	40	1	3	Nil	1	6	9	
Added	18	1	1	Nil	0	2	0	
Total	58	2	4	Nil	1	8	9	

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

<ol style="list-style-type: none"> 1. Library has been partially automated. Internet service has been provided in the library 2. Admission Software has been installed for computerized the admission process 3. Teachers training have been initiated for the use of digital classroom. 4. Language lab has been installed for the better understanding English language as well as phonetics.

4.6 Amount spent on maintenance in lakhs :

i) ICT	1.25 lakhs
ii) Campus Infrastructure and facilities	20 lakhs
iii) Equipments	12.59 lakhs
iv) Others	
Total :	33.84 lakhs

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC is continuously and tirelessly monitoring the student support services. It has given special emphasis to publish a comprehensive Information Brochure of the college where students can get complete and detailed information about the college and its scopes, dimensions and facilities. An Orientation programme also has been organized by the IQAC for the newly enrolled students at the beginning of the session where the students are given necessary information about the content of the course as well as support service of the college. Besides, the IQAC has also formed Grievance Redressal and Anti-ragging Cell to tackle the evil menace faced by the students of the college.

5.2 Efforts made by the institution for tracking the progression

1. IQAC has formed a student support cell for tracking the progression of the student for both curricular as well as co-curricular aspects of the students
2. The Academic Cell of IQAC also monitors the advancement of the course as well as the attendance and internal assessment of the students.
3. The IQAC has initiated a best practice viz. appointing teacher guardian for the students for monitoring overall progression of the students .

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
561	00	00	35

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%
	Nil	--

Women

No	%
561	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
155	19	53	332	01	560	163	27	52	318	01	561

Demand ratio 300:224

Dropout % 13.13%

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

1. Career counselling and guidance cell of the college organized a three months duration Tally TRP 9.0 course for soft skill development of the students
2. 6 nos of career counselling and personality development programme has been organized by the career counselling and guidance cell.

No. of students beneficiaries

250

5.5 No. of students qualified in these examinations

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	30

5.6 Details of student counselling and career guidance

Regular career counselling and guidance programme has been initiated by the Career counselling and guidance cell.

The Psychological Counselling Cell has also regularly counselling the needy students.

No. of students benefitted

200

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
00	00	00	30

5.8 Details of gender sensitization programmes

1. The Women cell of the college organized a legal awareness programme for economically backward rural women.
2. A UGC sponsored National Seminar has been organized by the Women Cell on “ Tribal Women in the Changing Scenario of the North East”.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level 17 National level 01 International level 00

No. of students participated in cultural events

State/ University level 04 National level 01 International level 00

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

Sports : State/ University level 03 National level 00 International level 00

Cultural: State/ University level 06 National level 00 International level 00

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	14	20000
Financial support from government	165	1115900
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

5.11 Student organised / initiatives

Fairs : State/ University level 03 National level 00 International level 00

Exhibition: State/ University level 01 National level 00 International level 00

5.12 No. of social initiatives undertaken by the students

05

5.13 Major grievances of students (if any) redressed: A Differently abled person friendly toilet has been constructed

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

To make the college a leading and premier Higher Education Institution (HEI) in the State of Assam through the constant approach of Total Quality Management (TQM) of sustainable internalized best practices conforming to the objectives of the college and thereby achieving quality and excellence in the continuous improvement process.

Mission:

- (a) To adopt the five stage best practices approach “Four I and D Model” in the institution for the promotion of academic environment of the institution
- (b) To identify the best practices conforming to the various aspects of curricula and pedagogic requirements of the institution and implement the same for the satisfaction of the stakeholders
- (c) To plan for capacity building of the institution and utilize the campus resources optimally
- (d) To monitor and evaluate the performance standard of the faculty members through self-assessment and feedback mechanism.
- (e) To analyse strength, weakness, opportunity and threat (SWOT) to the institution and adopt the suitable meaning thereof
- (f) To establish benchmark through best practices and disseminate the institutionalized best practices to the society
- (g) To mobilize resource internally and externally for the all-round development of the institution.
- (h) To adopt innovative meaning in teaching learning and evaluation process
- (i) To organize various academic activities for quality enhancement of students and faculty members.
- (j) To internalize the best practices to be the tradition of the institution implementing the various strategies
- (k) To plan and develop various academic infrastructural development programme.

6.2 Does the Institution has a management Information System

No

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

6.3.1 Curriculum Development

The curriculum is devised by the parent university. However, the college can find avenues for its development where possible:

The Siu-Ka-Pha study centre has prepared the syllabus for certificate course on Siu-ka-pha . The college also prepares the syllabus for UGC Sponsored career oriented certificate course on Poultry management and Entrepreneurship Development.

6.3.2 Teaching and Learning

1. Use more emphasis on using ICT in teaching by giving special training for using digital classroom
2. Give priority on Student seminar presentation, group discussion as a criteria of Internal assessment.
3. Teachers' performances have been monitored through student feedback.
4. Provide remedial classes for the slow learners.

6.3.3 Examination and Evaluation

1. The college plans the internal assessment procedure well ahead
2. Unit test and class test have been taken regularly by the departments
3. Besides these some departments have taken innovative techniques so as last Friday test, weekly economic dairy, departmental adda as a continuous and comprehensive process of evaluation
4. The programmes of the end semester examinations have been displayed in the notice board immediately declaring by the parent university

6.3.4 Research and Development

5. The College has tried to establish a vibrant research culture in the campus. The research and extension cell motivates the teachers for external funded research projects
6. IQAC also gives special emphasis for promoting research culture among the students by organizing workshops on "Research Methodology"
7. IQAC also provides sponsorship for the student research projects.

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. Library has been partially automated through SOUL software
2. Increasing a good number of text as well as reference books in the library. Besides this every department have their own departmental library where a good number of books have been stored.
3. A language lab as well as biometric attendance register system for the employees have been installed and the surveillance of CCTV camera have been installed throughout the campus including the central library.

6.3.6 Human Resource Management

1. The college has given special emphasis on the optimum utilization of the Human resources of the institution. Faculty members have entrusted with various tasks apart from teaching according to their compatibility for the smooth functioning of the college.
2. Special training has been provided to the staff for accustom with the recent updated office software.
3. Both the Teaching staff as well as the non-teaching staff have their own mutual benefit fund for the economic welfare of them
4. The college always inspire the faculty members to participate various RC's, OP's, STC as well as Seminar and Workshops for improving their academic skill as well as professional upliftment

6.3.7 Faculty and Staff recruitment

Permanent Faculty and staff recruitment is done in accordance with the rules and regulations framed by Government of Assam and the UGC. If there is any shortage of faculty, it has been managed by contractual and part time recruitment.

6.3.8 Industry Interaction / Collaboration

The college has developed a good rapport with the local industrial and business entities like the Numaligarh Refinery Limited, ONGC Tea Board etc. The College has established link with the District Industrial Office for the sanctioning of loans to the youths who have taken and completed certificate course on Poultry Management and entrepreneurship development.

6.3.9 Admission of Students

Proper advertisement in reputed local newspaper and institutional website is one of the strategies to attract good students. The admission procedure is an open one. List of selected students to be admitted is notified beforehand. While admitting the students, merit scores of the last qualifying examination has been taken into consideration. Proper reservation policy set by the State Government has been followed for the ST, SC, OBC and Differently Abled students. Besides, is a provision of quota for admission to the students having outstanding performance in Sports, Culture, NCC, NSS etc.

6.4 Welfare schemes for

Teaching	1
Non teaching	1
Students	3

6.5 Total corpus fund generated

Rs. 30000/-

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	No		No	

6.8 Does the University/ Autonomous College declares 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?

Not applicable

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

Not applicable

6.11 Activities and support from the Alumni Association

Newly registered Alumni of the College have donated a token amount to the College. An alumni meet is held during the period where feedback has been taken from them. These feedbacks are taken into account while preparing the next year's action plan.

6.12 Activities and support from the Parent – Teacher Association

Parent Teacher Association plays a vital part for the plans and programmes of the college. Three Parent members have been appointed as the member of the Governing body and they give their valuable suggestions as well as actively participate for the upliftment of the college.

6.13 Development programmes for support staff

1. A training programme on Admission Software has been organized.
2. A few number of contractual staff has been recruited to minimize the over burden of the permanent staffs.

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

1. "Clean College Green College" a best practice has been introduced to make the campus eco-friendly.
2. Regular cleanliness drive has been done by the NSS and NCC wings of the College.
3. The College has been declared as a free smoking and free tobacco zone.
4. Scientific naming of the trees has been done.
5. A small flower as well as medicinal plants garden are developed.

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. Installation of Admission Software. Due to installation of admission software admission process has been computerized for which admission database has been created.
2. Installation Soul software in the Library. Due to installation of this software library has been partially automated. in the next year it will be completely automated.
3. Appointment of "teacher guardian" initiative. Due to this initiative close relationship with the students is developed.

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

1. To establish a language lab for overcoming the English language understanding deficiency. During this year a language lab has been installed in the college.
2. To organize an international seminar in the college premise. The Siu-ka-pha Study centre of the college has successfully organized an international seminar on "Siu-ka-pha and 13th Century Assam" .

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. “Clean College, Green College” initiative.
2. Appointment of “Teacher Guardian” initiative.

****Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

1. Organized an awareness programme on environmental protection on World Environment Day.
2. Initiate a best practice viz. “Clean College, Green College” .
3. Scientific naming of trees of the college campus.

7.5 Whether environmental audit was conducted? Yes ☐ No ☒

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

Strength: (1) Eco Friendly Campus with large number of valuable trees.
(2) Cordial relation between students and teachers.
Weakness: (1) Single stream College
Opportunity: (1) Introduction of additional UG, PG and Vocational courses
Threats: (1) student dropout rate

8. Plans of institution for next year

- 1) To organize University level Sports meet
- 2) To organize Annual Conference of Assam College Principals Council
- 3) To augment the College Library with E-Resources through N-List Subscription
- 4) To Organize Week long workshop on Research Methodology for the students.
- 5) To construct well equipped modernized Administrative Block.
- 6) To set up a well-equipped Computer Lab.
- 7) To open up PG study centre under Dibrugarh University Directorate of Distance Education
- 8) To prepare project estimates for applying RUSA infrastructure grants

Name: MR. PALASH HANDIQUE

Name DR. BIPUL CHANDRA BHUYAN

Sd. Palash Handique

Sd. Dr. bipul Chandra Bhuyan

Coordinator, IQAC

Chairperson/Principal, IQAC

H.P.B. GIRLS' COLLEGE, GOLAGHAT

Academic Calander

HEMO PROVA BOBORA GIRLS' COLLEGE PROSPECTUS : 2013-14

COMPREHENSIVE ACADEMIC CALENDAR DIBRUGARH UNIVERSITY (FROM JANUARY 2013 TO JUNE 2014) (As Recommended by the Meeting of the Academic Planning Committee, Dibrugarh University held on 24.04.2013 and approved by the Hon'ble Vice-Chancellor, Dibrugarh University under report to the Academic Council, Dibrugarh University. Notified vide Memo No.DU/DR-A/8-1/13/81 dated 26.04.2013.)	
DATE(S)	EVENT(S)
1st January, 2013 (Tuesday)	Programmes for welcoming New Year in the Colleges
11th January, 2013 (Friday)	Last date for submission of the Evaluated Answer-Scripts of the End Semester (1st & 3rd Semesters) Examinations of the B.A./ B.Sc./ B.Com Programmes with the relevant documents by the Zonal Officers to the University
16th January, 2013 (Wednesday)	1. Commencement of the 2nd Semester Classes of the B.A./ B.Sc./B.Com Programmes 2. Re-commencement of the Part III Classes of the BA/ B.Sc./B.Com Programmes 3. Notification of Class Routine in the Colleges 4. Notification of Course Plan/ Departmental Class Routine in the Dept. Notice Boards of the Colleges of the 2nd Semester Classes of the BA/ B.Sc./ B.Com Programmes
15th February 2013 (Friday)	Declaration of the 1st and 3rd Semester Examination results of the BA/ B.Sc./ B.Com Programmes
20th Feb- 5th March, 2013	1st Sessional Examination of the 2nd and 4th Semester of the BA/ B.Sc./ B.Com Programmes
21st Feb - 31st March 2013	Commencement of TDC Part II Examination 2013
1st March, 2013 (Friday)	Last date of submission of the TDC Part II Internal Assessment marks to the University by the colleges.
1st - 6th March, 2013	Counselling for the BA/ B.Sc./ B.Com 2nd & 4th Semester Students and Mid Semester Feedback Assessment (one day)
19th - 23rd March, 2013	Internal Assessment(for 2nd & 4th Semester BA/ B.Sc./ B.Com Programmes) through Seminar/ Group Discussion
20th - 26th March, 2013	Notification of the result of the 1st Sessional Examinations conducted by the teaching departments of the colleges
22nd March 2013 (Friday)	Last date of submission of TDC Part III Internal Assessment marks to the University
22nd March - 26th April 2013	TDC Part III Examination 2013

HEMO PROVA BORBORA GIRLS' COLLEGE PROSPECTUS : 2013-14

18th - 30th April, 2013	2nd Sessional Examination of the 2nd and 4th Semesters of the B.A./B.Sc./ B.Com Programmes
27th April, 2013 (Saturday)	1. Last date for submission of Assignment by the students of the B.A./B.Sc./B.Com Programmes (if any) 2. Last date for Form fill-up of the B.A./ B.Sc./ B.Com. End Semester Examinations (2nd and 4th Semester)
10th May, 2013 (Friday)	(1) Last date for Submission of the filled in Examination Forms of the BA/ B.Sc./B.Com End Semester Examinations (2nd & 4th Semester) by the Colleges at the university (2) Last date for notification of 2nd Sessional Examination Marks of the 2nd & 4th Semester BA/ B.Sc./ B.Com Programmes in the Departmental Notice Boards 10th May, 2013 (Friday) (3) Completion of 2nd & 4th Semester Classes of the BA/ B.Sc./B.Com Programmes (4) Last date for submission of Internal Assessment marks of the 2nd & 4th Semester Students of the BA/ B.Sc./ B.Com Programmes to the University
20th May- 15th June, 2013	End Semester (2nd & 4th Semester) Examinations of the BA/ B.Sc./B.Com Programmes
23rd May-25th June, 2013	Evaluation of Answer scripts of the BA/ B.Sc./ B.Com End Semester Examinations at the Zones
31st May, 2013 (Friday)	Declaration of the TDC Part II Examination, 2013 result
1st June-20th July 2013	(1) Admission Notice and Completion of the Admission Process in the BA/B.Sc./B.Com 1st Semester Classes (2) Completion of admission to the BA/B.Sc./B.Com 3rd & 5th Semester Classes
17th June- 15th July, 2013	Semester End Vacation for the teaching staff of the colleges
28th June, 2013 (Friday)	Declaration of TDC Part III Examination, 2013 result
10th July, 2013 (Wednesday)	Last date for Submission of Evaluated Scripts of the End Semester Examinations of the BA/ B.Sc./ B.Com Programmes with relevant documents by the Zonal Officers to the University
16th July, 2013 (Tuesday)	(1) Commencement of the 1st, 3rd & 5th Semester Classes of the BA/ B.Sc./ B.Com Programmes (2) Notification of Class Routine in the Colleges (3) Notification of Course Plan/ Departmental Class Routine in the Dept. Notice Boards of the Colleges
17th July, 2013 (Wednesday)	Declaration of TDC Part I Examination, 2013 result

HEMO PROVA BORBORA GIRLS' COLLEGE PROSPECTUS : 2013-14

17th -22nd July, 2013	1. Interaction with the 1st Semester Students by the Principals and teachers of the colleges 2. Freshers' Social (Any one day)
5th August, 2013 (Monday)	Declaration of the B.A./ B.Sc./B.Com. Even Semester Examination results
26th August, 2013 (Monday)	Last date for submission of Filled in Registration Forms of the BA/ B.Sc./ B.Com 1st Semester Students by the Colleges at the University. 1st
26th Aug- 4th September,2013	Sessional Examination BA/ B.Sc./ B.Com programmes in the Semester System 6th - 9th September 2013 Students' Union Election in the Degree Colleges (Any one day) 6th - 11th September 2013 Counselling for the BA/B.Sc./ B.Com 1st Semester Students and Mid Semester Feedback Assessment (any one day)
6th - 9th September 2013	Students' Union Election in the Degree Colleges (Any one day)
6th - 11th September 2013	Counselling for the BA/B.Sc./B.Com 1st Semester Students and Mid Semester Feedback Assessment (any one day)
23rd - 28th September, 2013	Internal Assessment of the BA/ B.Sc./ B.Com Programmes through Seminar/ Group Discussion etc.
21st September, 2013 (Friday)	Last date of notification of the marks of the 1st Sessional Examination of the BA/ B.Sc./B.Com. Programmes in the departmental notice boards
26th October, 2013	2nd Sessional Examination of the BA/B.Sc./B.Com Programmes in the Semester System
23rd October, 2013 (Wednesday)	Last Date for Assignment Submission by the students (if any) of the BA/B.Sc./B.Com Programmes in the Semester System
25th October, 2013 (Friday)	Last date for Form Fill up of the B.A./ B.Sc./ B.Com End Semester Examinations
8th November, 2013 (Friday)	1. Last date for submission of Internal Assessment marks of the Students of the BA/ B.Sc./ B.Com Programmes to the University 2. Last date for Submission of the filled in Examination Forms of the BA/ B.Sc./ B.Com End Semester Examinations by the Colleges at the University
11th November, 2013 (Monday)	1. Last date for notification of 2nd Sessional (BA/ B.Sc./ B.Com Programmes in the Semester System) Examination Marks in the Departmental Notice Board 2. Completion of the Odd Semester Classes of the B.A./ B.Sc./B.Com Programmes
20th Nov- 14th Dec, 2013	End Semester Examinations of the BA/ B.Sc./ B.Com Programmes
23rd Nov.- 21st Dec., 2013	Evaluation of End Semester Answer scripts of the B.A./ B.Sc./ B.Com. Programmes at the Zones

HEMO PROVA BORBORA GIRLS' COLLEGE PROSPECTUS : 2013-14

16th Dec, 2013- 15th Jan, 2014	Semester End Vacation for the teaching staff of the Colleges conducting BA/ B.Sc./ B.Com Programmes
17th - 31st December, 2013	College Week (for seven days) Programmes for welcoming New Year in the Colleges.
1st January, 2014 (Wednesday) 10th January, 2014 (Friday)	Last date for Submission of Evaluated Answer Scripts of the End Semester Examinations of the B.A./ B.Sc./ B.Com programmes with relevant documents by the Zonal Officers to the University
16th-17th January, 2014	1. Commencement of the Even Semester classes of the BA/B.Sc./B.Com Programmes 2. Notification of Class Routine (College & Departmental), Course Plans etc. in the Notice Boards
14th February, 2014 (Friday)	Declaration of the results of the odd semester B.A./ B.Sc./ B.Com. Programmes
20th Feb- 5th March, 2014	1st Sessional Examination of the 2nd, 4th & 6th Semester students of the B.A./B.Sc./B.Com Programmes
1st - 6th March, 2014	Counseling for the Students of the BA/B.Sc./B.Com Programmes and Mid Semester Feedback Assessment (one day)
20th - 26th March, 2014	(1) Notification of 1st Sessional Examination Marks of the 2nd, 4th & 6th Semester BA/ B.Sc./ B.Com Programmes in the Departmental Notice Boards (2) Internal Assessment for 2nd, 4th & 6th Semesters of the BA/ B.Sc./ B.Com Programmes through seminar/ group discussion etc.
18th - 30th April, 2014	2nd Sessional Examinations of the B.A./B.Sc./B.Com Programmes
26th April, 2014 (Saturday)	1. Last date for submission of Assignment by the students of BA/ B.Sc./ B.Com Programmes (if any) 2. Last date for Form fill-up of the B.A./ B.Sc./ B.Com. End Semester Examinations
7th May, 2014 (Wednesday)	1. Last date for submission of filled in Examination Forms of the B.A./ B.Sc./ B.Com. End Semester Examinations (2nd, 4th & 6th Semester) by the colleges at the University 2. Last date for submission of Internal Assessment marks of the 2nd, 4th & 6th Semester Students of the BA/ B.Sc./ B.Com Programmes at the University;
10th May, 2014 (Saturday)	(1) Last date for notification of 2nd Sessional Examination Marks of the BA/ B.Sc./ B.Com Programmes in the Departmental Notice Boards (2) Completion of the even semester classes of the BA/ B.Sc./ B.Com Programmes
12th May, 2014 (Monday)	1. Last date for submission of filled in Examination Forms of the B.A./

HEMO PROVA BORBORA GIRLS' COLLEGE PROSPECTUS : 2013-14

	B.Sc./B.Com. End Semester Examinations (2nd , 4th & 6th Semester) by the colleges at the University 2. Last date for submission of Internal Assessment marks of the 2nd, 4th & 6th Semester Students of the BA/ B.Sc./ B.Com Programmes to the University
19th May- 14th June 2014	End Semester Examinations of the BA/ B.Sc./ B.Com Programmes
22nd May- 24th June, 2014	Evaluation of Answer Scripts of the B.A./ B.Sc./ B.Com. End Semester Examinations (2nd, 4th & 6th Semester) at the Zones
1st June - 20th July, 2014	(1) Admission Notice and Completion of the Admission Process in the BA/B.Sc./B.Com 1st Semester Classes (2) Admission to the BA/B.Sc./B.Com 3rd & 5th Semester Classes
16th June -15th July, 2014	Semester End Vacation for the teaching staff of the colleges

Note: The period of the Semester End Vacation for the teaching staff of the colleges (17th June- 15th July, 2013) may be re-scheduled as 1st July- 31st July, 2013 provided the result of the HS Final Examination, 2013 conducted by AHSEC is declared on or before 15th May, 2013. Accordingly, other academic activities of the General Degree Colleges may also be re-scheduled.

ANNEXTURE: (ii)
Feedback Form for Students (A)

FEEDBACK CELL
HEMO PROVA BORBORA GIRLS' COLLEGE
STUDENT'S FEEDBACK ABOUT TEACHERS
NOVEMBER 2018

ছাত্রীসকলে প্রত্যেক শিতানত শিক্ষকৰ নামৰ বিপৰীতে মূল্যাংকণ তলত দিয়া ধৰণেৰে পাঁচটা ভাগত কৰিব
Students should evaluate each teacher against their names on five point scale as given below

5= Excellent উৎকৃষ্ট 4= Good ভাল 3= Average মধ্যমীয়া 2= Poor দুৰ্বল 1= Very Poor অতি দুৰ্বল

SEMESTER:.....

ছেমেষ্টাৰ:.....

1. ছেমেষ্টাৰ সময়সূচী অনুযায়ী পাঠ্যক্ৰমৰ পাঠদান নিৰ্দ্ধাৰিত সময়ত সম্পূৰ্ণ কৰাৰ প্ৰতি দায়বদ্ধতা

Responsibility towards completion of the course within the semester's time frame

Dr Gokul Ch Saikia ড° গকূল চন্দ্ৰ শইকীয়া	Dr Palash Handique ড° পলাশ সন্দিকৈ	Bipul Kr Rabha বিপুল কুমাৰ ৰাভা	Palki Bhattacharya পাল্কী ভট্টাচাৰ্য	

2. শ্ৰেণীকোঠাত যথাসময়ত উপস্থিত হোৱাৰ প্ৰতি দায়বদ্ধতা

Responsibility towards attending the classroom on time

Dr Gokul Ch Saikia ড° গকূল চন্দ্ৰ শইকীয়া	Dr Palash Handique ড° পলাশ সন্দিকৈ	Bipul Kr Rabha বিপুল কুমাৰ ৰাভা	Palki Bhattacharya পাল্কী ভট্টাচাৰ্য	

3. পাঠ্যপুথিত সংক্ষিপ্ত ৰূপত আৰু ইংগিতধৰ্মীভাৱে থকা প্ৰাসংগিক দিশসমূহৰ বিচাৰ-বিশ্লেষণৰ প্ৰতি দায়বদ্ধতা

Responsibility towards analytically discussing relevant topics present briefly or topics hinted upon in the textbook

Dr Gokul Ch Saikia ড° গকূল চন্দ্ৰ শইকীয়া	Dr Palash Handique ড° পলাশ সন্দিকৈ	Bipul Kr Rabha বিপুল কুমাৰ ৰাভা	Palki Bhattacharya পাল্কী ভট্টাচাৰ্য	

4. পাঠ্যপুথিত প্ৰয়োগ হোৱা পৰিভাষাসমূহৰ তাৎপৰ্য ব্যাখ্যাৰ প্ৰতি দায়বদ্ধতা

Responsibility towards explaining the significance of glossary terms found in the text book

Dr Gokul Ch Saikia ড° গকূল চন্দ্ৰ শইকীয়া	Dr Palash Handique ড° পলাশ সন্দিকৈ	Bipul Kr Rabha বিপুল কুমাৰ ৰাভা	Palki Bhattacharya পাল্কী ভট্টাচাৰ্য	

5. ৰসবোধ সৃষ্টি আৰু উপস্থাপন শৈলীৰ দৃষ্টিকোণেৰে তেখেতৰ পঠনশৈলী

Incorporation of humour from the perspective of presentation skill of the teacher

Dr Gokul Ch Saikia ড° গকুল চন্দ্র শইকীয়া	Dr Palash Handique ড° পলাশ সন্দিকৈ	Bipul Kr Rabha বিপুল কুমাৰ ৰাভা	Palki Bhattacharya পাল্কী ভট্টাচাৰ্য	

6. শিক্ষার্থীসকলক নিসংকোচেৰে শ্ৰেণীকোঠাত যিকোনো ধৰণৰ প্ৰশ্ন সোধাৰ মুকলি পৰিৱেশ সৃষ্টিৰ প্ৰতি দায়বদ্ধতা

Creation of hesitation free environment in the classroom for students to ask questions

Dr Gokul Ch Saikia ড° গকুল চন্দ্র শইকীয়া	Dr Palash Handique ড° পলাশ সন্দিকৈ	Bipul Kr Rabha বিপুল কুমাৰ ৰাভা	Palki Bhattacharya পাল্কী ভট্টাচাৰ্য	

7. পাঠ্যক্ৰম আৰু বিষয়বস্তু সম্পৰ্কে শিক্ষকজনৰ সাম্যিক জ্ঞান সম্পৰ্কে ধাৰণা

Teacher's knowledge on the course and topic of discussion

Dr Gokul Ch Saikia ড° গকুল চন্দ্র শইকীয়া	Dr Palash Handique ড° পলাশ সন্দিকৈ	Bipul Kr Rabha বিপুল কুমাৰ ৰাভা	Palki Bhattacharya পাল্কী ভট্টাচাৰ্য	

8. নিৰ্দ্ধাৰিত পাঠ্যক্ৰমৰ লগত সংগতি ৰাখি ছাত্ৰ-ছাত্ৰীৰ বাবে সৃষ্টি হ'ব পৰা অন্যান্য উচ্চ শিক্ষাৰ পথ উন্মোচন আৰু শিক্ষার্থীসকলৰ কেৰিয়াৰ গঠনৰ প্ৰতি দায়বদ্ধতা

Responsibility towards career guidance related to specific course

Dr Gokul Ch Saikia ড° গকুল চন্দ্র শইকীয়া	Dr Palash Handique ড° পলাশ সন্দিকৈ	Bipul Kr Rabha বিপুল কুমাৰ ৰাভা	Palki Bhattacharya পাল্কী ভট্টাচাৰ্য	

9. কণ্ঠস্বৰ শ্ৰেণীকোঠাৰ উপযোগী (স্পষ্ট আৰু ডাঙৰ)

Voice quality (clarity and loudness)

Dr Gokul Ch Saikia ড° গকুল চন্দ্র শইকীয়া	Dr Palash Handique ড° পলাশ সন্দিকৈ	Bipul Kr Rabha বিপুল কুমাৰ ৰাভা	Palki Bhattacharya পাল্কী ভট্টাচাৰ্য	

10. শ্ৰেণীকোঠাৰ বাহিৰেও শিক্ষার্থীসকলৰ লগত ব্যক্তিগত যোগাযোগ ৰক্ষাৰ প্ৰতি দায়বদ্ধতা

Responsibility towards maintaining good student relations outside the classroom

Dr Gokul Ch Saikia ড° গকুল চন্দ্র শইকীয়া	Dr Palash Handique ড° পলাশ সন্দিকৈ	Bipul Kr Rabha বিপুল কুমাৰ ৰাভা	Palki Bhattacharya পাল্কী ভট্টাচাৰ্য	

11. বিভাগ আৰু মহাবিদ্যালয়ৰ বিভিন্ন কামত দেখা সক্ৰিয়তা

Active participation in activities related to the College and the Department

Dr Gokul Ch Saikia ড° গকুল চন্দ্র শইকীয়া	Dr Palash Handique ড° পলাশ সন্দিকৈ	Bipul Kr Rabha বিপুল কুমাৰ ৰাভা	Palki Bhattacharya পাল্কী ভট্টাচাৰ্য	

12. দৃশ্য-শ্রাব্য (projector আদি) শিক্ষণ সঁজুলি ব্যৱহাৰৰ প্ৰতি দায়বদ্ধতা

Use of audio-visual aids (projector etc.) in the classroom

Dr Gokul Ch Saikia ড° গকুল চন্দ্ৰ শইকীয়া	Dr Palash Handique ড° পলাশ সন্দিকৈ	Bipul Kr Rabha বিপুল কুমাৰ ৰাভা	Palki Bhattacharya পাল্কী ভট্টাচাৰ্য	

13. পৰম্পৰাগত শিক্ষা শৈলীৰ উপৰিও দলীয় আলোচনা, বক্তৃতা, micro teaching, ছেমিনাৰ আদি অনুষ্ঠিত কৰাৰ প্ৰতি দায়বদ্ধতা

Responsibility towards incorporating unconventional teaching methods such as group discussion, micro-teaching, seminar etc.

Dr Gokul Ch Saikia ড° গকুল চন্দ্ৰ শইকীয়া	Dr Palash Handique ড° পলাশ সন্দিকৈ	Bipul Kr Rabha বিপুল কুমাৰ ৰাভা	Palki Bhattacharya পাল্কী ভট্টাচাৰ্য	

14. মহাবিদ্যালয়খনত উপলব্ধ সম্পদ (পুথিভঁৰাল, খেলা-ধূলা, language lab ইত্যাদি) সমূহৰ সঠিক ব্যৱহাৰৰ বাবে উৎসাহী কৰাৰ প্ৰতি দায়বদ্ধতা

Responsibility towards encouragement to use available resources in the college (library, sports activities, language lab etc)

Dr Gokul Ch Saikia ড° গকুল চন্দ্ৰ শইকীয়া	Dr Palash Handique ড° পলাশ সন্দিকৈ	Bipul Kr Rabha বিপুল কুমাৰ ৰাভা	Palki Bhattacharya পাল্কী ভট্টাচাৰ্য	

15. শিক্ষকজনৰ সামগ্ৰিক ব্যক্তিত্ব

Overall personality of the teacher

Dr Gokul Ch Saikia ড° গকুল চন্দ্ৰ শইকীয়া	Dr Palash Handique ড° পলাশ সন্দিকৈ	Bipul Kr Rabha বিপুল কুমাৰ ৰাভা	Palki Bhattacharya পাল্কী ভট্টাচাৰ্য	

Students Feedback Form (B)

FEEDBACK CELL

HEMO PROVA BORBORA GIRLS' COLLEGE

STUDENT'S FEEDBACK

NOVEMBER 2018

মতামত আৰু পৰামৰ্শ

Comments and Recommendations

SEMESTER:.....

ছেমেষ্টাৰ:.....

1. মহাবিদ্যালয়ৰ বিদ্যায়তনিক আৰু সহবিদ্যায়তনিক পৰিৱেশৰ অধিক উন্নতিৰ কাৰণে শিক্ষক / শিক্ষকসকলৰ পালনীয় ভূমিকা সম্পৰ্কে তোমাৰ মতামত

Your suggestions towards roles of teacher / teachers for betterment of academic and extracurricular environment

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2. মহাবিদ্যালয়ত উপলব্ধ ছাত্ৰীৰ ন্যূনতম সা-সুবিধাসমূহ সম্বন্ধে তোমাৰ মতামত আৰু পৰামৰ্শ

Your comments and suggestion towards availability of basic amenities for students in the college

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3. তোমাৰ দৃষ্টিত মহাবিদ্যালয়খনৰ প্ৰধান ইতিবাচক দিশসমূহ

Chief positive aspects of the college in your view

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4. মহাবিদ্যালয়ৰ অধ্যক্ষ আৰু কাৰ্যালয় কৰ্মচাৰীসকলৰ সম্পৰ্কে তোমাৰ মতামত

Your comments about the Principal and office staff of the college

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5. মহাবিদ্যালয়ৰ পুথিভঁৰালৰ সা-সুবিধাসমূহৰ বিষয়ে তোমাৰ মতামত আৰু পৰামৰ্শ

Your comments and suggestions towards amenities in the college library

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6. মহাবিদ্যালয়ৰ চতুৰ্থবৰ্গৰ কৰ্মচাৰীসকলৰ সহযোগিতা সম্পৰ্কে তোমাৰ মতামত

Your comments on the cooperative nature of the fourth grade staff of the college

ANNEXTURE: (iii)
Alumni Feedback Form
Feedback from Alumni
H.P.B. Girls College, Golaghat

1. এইখন মহাবিদ্যালয়ত আপুনি কোন চনৰ পৰা কোন চনলৈ শিক্ষা গ্ৰহণ কৰিছিল? What is the time period of your study in this college?

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2. মহাবিদ্যালয়খনৰ শ্ৰেণী সম্পৰ্কে আপুনি কি ভাবে? What do you think of the classes of the college?

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3. মহাবিদ্যালয়খনৰ চৌহদত প্ৰৱেশ কৰি আপুনি কেনে অনুভৱ কৰে? How do you feel when you visit in the college campus?

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4. বিদ্যায়তনিক ক্ষেত্ৰত আপোনাৰ দৃষ্টিত মহাবিদ্যালয়খনৰ কেনেধৰণ পৰিবৰ্তন হৈছে? Regarding academics, what kind of changes have you noticed in the college?

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5. এই মহাবিদ্যালয়খনৰ পৰা ওলাই যোৱাৰ পাছত ইয়াৰ আন্তঃগাঁঠনিৰ কি কি পৰিবৰ্তন চকুত পৰিছে? What kind of infrastructural changes have you noticed, after you have left the college?

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6. মহাবিদ্যালয়খনৰ শিক্ষকসকলৰ সামাজিক বিষয়বোৰত কেনেধৰণৰ অৱদান আছে বুলি আপুনি ভাবে? According to you, what kind of social responsibilities are carrying out by the faculty members of this college?

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7. ভবিষ্যতে এই মহাবিদ্যালয়খনৰ কি কি পৰিবৰ্তন হোৱাটো আপুনি বিচাৰে? What kind of changes do you expect of the college in future?

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8. আপোনাৰ চাকৰি আৰু নিজৰ কৰ্মক্ষেত্ৰৰ বাবে প্ৰস্তুতিৰ ক্ষেত্ৰত মহাবিদ্যালয়খনে আপোনাক কেনেদৰে সহায় কৰিছে? How did this college help you prepare for your job and field?

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9. প্ৰাক্তন শিক্ষাৰ্থী আৰু মহাবিদ্যালয়খনৰ সম্পৰ্ক কেনেকুৱা হোৱাটো আপুনি বিচাৰে? What kind of relationship do you expect between the college and the alumni?

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10. এইখন মহাবিদ্যালয়ৰ কি কি একক বৈশিষ্ট্য আপুনি প্ৰত্যক্ষ কৰিছে? What kind of unique features have you noticed of this college?

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Signature with date :

Name :

Address :

Contact No. :

Email ID :

ANNEXTURE: (iv)
Analysis of Feedback

Students Feedback:

- (1) 75 % the teachers have assessed as excellent by the students regarding their responsibility towards completion of the course, whereas 20 % have assess as good.
- (2) 70 % teachers have assessed as excellent by the students regarding their responsibility towards attending the classroom, whereas 15 % have assess as good.
- (3) 80 % the teachers have assessed as excellent by the students regarding their responsibility towards analytically discussing relevant topics presented briefly hinted upon in the text book, whereas 15 % have assess as good.
- (4) 72 % the teachers have assessed as excellent by the students regarding their responsibility towards explaining the significance of glossary terms found in the text book, whereas 22 % have assess as good.
- (5) 65 % the teachers have assessed as excellent by the students regarding incorporation of humour from the perspective of presentation skill of the teachers, whereas 25 % have assess as good.
- (6) 66 % the teachers have assessed as excellent by the students regarding creation of hesitation free environment in the classroom for students to ask questions, whereas 23 % have assess as good.
- (7) 80 % the teachers have assessed as excellent by the students regarding their knowledge on the course and topic of discussion, whereas 20 % have assess as good.
- (8) 55 % the teachers have assessed as excellent by the students regarding their responsibility towards career guidance related to specific topic, whereas 30 % have assess as good.
- (9) 85 % the teachers have assessed as excellent by the students regarding their voice quality, whereas 15 % have assess as good.
- (10) 60 % the teachers have assessed as excellent by the students regarding their responsibility towards maintaining good student relation outside the classroom, whereas 25 % have assess as good.
- (11) 62 % the teachers have assessed as excellent by the students regarding their active participation in activities related to the college and the department, whereas 25 % have assess as good.
- (12) 56 % the teachers have assessed as excellent by the students regarding the use of audio visual aids in the classroom, whereas 24 % have assess as good.
- (13) 80 % the teachers have assessed as excellent by the students regarding their overall personality of the teacher, whereas 15 % have assess as good.
- (14) Almost all the students have satisfied with the basic amenities available in the college for the students. They suggest for providing more potable drinking water facilities in the college campus.

- (15) All the students have made their view that the cordial relation between student and teacher is the chief positive aspects of the college.
- (16) All the students have satisfied with the Principal. But they have urged more involvement of office staff and fourth grade staff towards students support activities.
- (17) Almost all the students have satisfied with the service of library staff. But they urged to increase the number of books and journals as well as e-resources of the library.

Alumni Feedback:

- (1) All the respondents have feel nostalgic when she visit the college campus
- (2) Most of the respondents have found significant changes in the colleges regarding academic avenues. They feel satisfied with the academic upliftment of the college.
- (3) Most of the respondents have noticed that a significant infrastructural change have occurred after their leave from the college
- (4) Most of the respondents expect that in near future the college will be the Centre of Excellent of the entire district.
- (5) Almost all the respondents have found that the cordial relation between the teachers and students as well as alumni is the unique feature of the college

ANNEXTURE;V

Best Practice No-1:

Format for Presentation of Best Practice:

1. Title of the Practice:

Clean College, Green College Initiatives

2. Goal:

- (a) To make the campus as eco friendly
- (b) To sensitize the students as well as teachers about the importance of clean and green campus

3. The Context:

The campus of the college is very large. It is quite impossible to the administration to make it clean and green only through the external sources

4. The Practice:

The IQAC has prepared a schedule of allotment of the performing the practice by the various departments of the college. This allotment has been based on alphabetically. Every department has been assign to perform their service for a weekly basis. The concern department's faculty and students have actively participated to make the campus clean for the whole assigned week. After completion of the week, the next assign department perform their activity. In this way the process is going on throughout the year.

5. Evidence of Success:

- (a) This practice helps to make the college campus clean and green
- (b) It seems that students are very much aware about their social responsibility towards cleanliness.

6. Problems Encountered and Resources Required:

Due to summer and winter vacations students and teachers are remain absent during the month of July and December. So, this practice has not been realised during these two months. So, additional resources are required during these periods of time so that the goal of clean college and green college can be realized throughout the year.

7. Notes: (optional)

8. Contact Details:

Name of the Principal : Dr. B.C. Bhuyan

Name of the Institution: H.P.B. Girls' College, Golaghat

City: Golaghat, Assam

Accredited Status: 'B' in the second cycle of accreditation

Work Phone: 9435526875

Website: www.hpbgirlscollege.edu.in

Email: hpbgc1969@gmail.com

ANNEXTURE;VI

Best Practice No-2:

Format for Presentation of Best Practice:

1. Title of the Practice:

Appointment of Teacher Guardian Initiatives

2. Goal:

(c) To monitor the learning progress of the students intensively

(d) To provide special responsibility to the faculty members towards the upliftment of the students.

3. The Context:

The college has the dominance of rural based girls' students. The confidence level of them is very less. To fill the college as their second home, teacher guardian have been appointed to all the newly enrolled students

4. The Practice:

After completion of the admission process of the new batch, the whole batch has been divided into some equal groups. Each and every faculty members of the college have been appointed as a teacher guardian for one group of students. After appointing them, the concern faculty member collects the information about the background of their assign students. They sit together, monitor their progress, provide mentorship as well as sometimes provide economic as well as psychological helps to them. They monitor the performance of internal assessment and also contact their legal guardian where as necessary

5. Evidence of Success:

(c) This practice helps to minimize the dropout rates of the college, which is one of the biggest task of the college

(d) This practice helps to fill the student as secure as well as got special attention from the college

(e) Due to this practice the confidence of the guardian towards the institution has been increase, which ultimately increases the gross enrolment of the college.

6. Problems Encountered and Resources Required:

The biggest problem of the college to perform this practice is the lack of sufficient permanent faculty members. Due to this the size of the group assigned for each faculty members has been increased, which creates tremendous challenge for each of them to continuously monitor each and every assigned student properly. So it is very much necessary to increase the permanent faculty members through recruiting the vacant posts.

7. Notes: (optional)

8. Contact Details:

Name of the Principal: Dr. B.C. Bhuyan

Name of the Institution: H.P.B. Girls' College, Golaghat

City: Golaghat, Assam

Accredited Status: 'B' in the second cycle of accreditation

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