ANNUAL QUALITY ASSURANCE REPORT (AQAR)

For the Year 2016-17

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

1. Details of the Institution

1.1 Name of the Institution

> H.P. B. GIRLS' COLLEGE

1.2 Address Line 1

> P.O. BENGENAKHOWA

Address Line 2

> DISTRICT- GOLAGHAT

City/Town

> GOLAGHAT

State

> ASSAM

Pin Code

> 785702

Institution e-mail address

> hpbgc1969@gmail.com

Contact Nos.

> +919435526875, +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:** EC/58/RAR/070, Dated 10-03-2012
(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)

1.5 Website address: www.hpbgirlscollege.edu.in

Web-link of the AQAR: https://www.hpbgirlscollege.edu.in/AQAR 2016-17.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	1st Cycle	B		2003	5 Years
2	2nd Cycle	B	2.71	2012	5Years
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY 04/12/2004

1.8 AQAR for the year *(for example 2010-11)*   2016-2017

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*(for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

   i. AQAR 2010-2011   on 01/01/2012
  ii. AQAR 2011-2012   on 30/09/2012
 iii. AQAR 2013-2014   on 31/12/2018
 iv. AQAR 2014-2015   on 31/12/2018
  v. AQAR 2015-2016   on 31/12/2018

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 | 1 |

2.9 Total No. of members | 12 |

2.10 No. of IQAC meetings held   6

2.11 No. of meetings with various stakeholders: No. | 5 | Faculty | 4 |

Non-Teaching Staff | 4 | Students | 3 | | 1 | 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. | 5 | International | 1 | National | | State | 1 | Institution Level | 3 |

   (ii) Themes

1. Organized an International Level Workshop cum Exhibition on "Classical Dance"
2. Organized an institutional level workshop on " Choice Based Credit System"
3. Organized a State Level students' seminar on "Voice and Memory"
4. Organized an Institutional level workshop on "Abriti Kola aru Axomiya Kabitar Abriti"
5. Organized an Institutional level workshop on "Personality Development"

2.14 Significant Activities and contributions made by IQAC

(1) Organize an International Level Workshop cum Exhibition on "Classical Dance".
(2) Organize an institutional level workshop on " Choice Based Credit System.

(3) The College Library has been upgraded by installing D-space software for functioning digital segment of it .
(4) The college has successfully facilitated the administrative building and central library with WiFi facility.

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 a Dibrugarh University intercollege sports meet. (2) To celebrate the College foundation day as a programme for uplifting the Co-curricular development of the students as well as the means to serve the society. (3) To organize an institutional level Workshop on Choice Based Credit System (4) To upgrade the College library as a digital library by digital library software. (5) To complete the 2nd instalment of RUSA funded infrastructure development projects (6) To organize a district level college teachers sports meet (7) To organize both state level as well as institutional level students seminar for	(1) The College successfully organized 1st Dibrugarh University inter college Yoga Competition at the college premises (2) The College has celebrated the 48th Foundation day by organizing various completions like March Pass Competition, Open Quiz competition, essay completion etc. A cleanliness drive as well as special lecture programme has also been organized on this occasion . (3) The IQAC has organized an institutional level Workshop on Choice Based Credit System (4) The College Library has been upgraded by installing D-space software for functioning digital segment of it (5) The college completed all the projects made though the 2nd instalment of RUSA infrastructure grants. (6) The Teachers' Unit has successfully organize a district level inter college teachers badminton meet. (7) The college successfully organized a state level and a good number of

promoting research culture among the students.	institutional level seminar for promoting research culture among the students
(8) To organize an International level Workshop on " Classical Dance"	(8) The IQAC has organized an International level Workshop cum exhibition programme on "Classical Dance"
(9) To enable to college library as well as administrative building as WiFi enabled zone of the college	(9) The college has successfully facilitated the administrative building and central library with WiFi facility.

* 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

AQAR has been approved

Part – B

Criterion – I

1. 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	00	00	00	00
PG	06**	00	00	00
UG	02	00	00	00
PG Diploma	00	00	00	00
Advanced Diploma	00	00	00	00
Diploma	00	00	00	00
Certificate	09	00	08	09
Others	00	00	00	00
Total	17	00	08	09

Interdisciplinary	00	00	00	00
Innovative	00	00	00	00

** PG Courses are introduce under Dibrugarh University Directorate of Distance Education

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

Pattern	Number of programmes
Semester	5
Trimester	
Annual	12

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

    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)

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

    No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
26	16	09		01

2.2 No. of permanent faculty with Ph.D.   12

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
00	05	00	00	00	00	01	00	01	05

2.4 No. of Guest and Visiting faculty and Temporary faculty   01   [ ]   08

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	00	07	03
Presented papers	00	05	01
Resource Persons	00	00	02

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

> (1) The IQAC has organized an institutional level Workshop on Choice Based Credit System to address the challenges and possibilities of this new method of teaching learning.
>
> (2) The College Library has been upgraded by installing D-space software for functioning digital segment of it
>
> (3) The college has successfully facilitated the administrative building and central library with WiFi facility.

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

236 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 Diary is maintained by the Department of Economics, all the Departments have taken initiatives for the 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

05		04

2.10 Average percentage of attendance of students

84.5%

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.	244	6.15%	22.95 %	30.74%	2.05%	61.89

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

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	02
UGC – Faculty Improvement Programme	03
HRD programmes	06
Orientation programmes	02
Faculty exchange programme	01
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	10
Others	

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	02	00	01
Technical Staff	02	01	00	01

Criterion – III

3. Research, Consultancy and Extension

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

> 1. The IQAC tries to maintain a vibrant research culture in the campus. The research and extension cell motivates the teachers for external funded research projects
> 2. It suggests the library to keep a separate research section .

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	Nil	01	Nil	Nil
Outlay in Rs. Lakhs	Nil	1 Lakh	Nil	Nil

3.4   Details on research publications

	International	National	Others
Peer Review Journals	01	01	00
Non-Peer Review Journals	00	02	04
e-Journals	01	00	00
Conference proceedings	01	0011	

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	Nil	Nil	Nil	Nil
Minor Projects	1.5 lakhs	UGC	100000/-	60000/-
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students research projects *(other than compulsory by the University)*	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total	Nil	Nil	100000/-	60000/-

3.7 No. of books published   i) With ISBN No.   `01`   Chapters in Edited Books   `01`

ii) Without ISBN No.   `03`

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 [ ]

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number			01		06
Sponsoring agencies			College		College

3.12 No. of faculty served as experts, chairpersons or resource persons   `02`

3.13 No. of collaborations   International [ ]   National [ ]   Any other   `02`

3.14 No. of linkages created during this year [ ]

3.15 Total budget for research for current year in lakhs :

From Funding agency | 0.60 lakh | From Management of University/College | 0.25 lakh |

Total | 0.85 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
06		02	01	03		

3.18 No. of faculty from the Institution
who are Ph. D. Guides | 01 |
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 | | SRF | | Project Fellows | | Any other | |

3.21 No. of students Participated in NSS events:

University level | 40 | State level | |

National level | | International level | |

3.22 No. of students participated in NCC events:

University level | 50 | State level | 56 |

National level | 05 | International level | |

3.23 No. of Awards won in NSS:

University level	00	State level	00
National level	00	International level	00

3.24 No. of Awards won in NCC:

University level	08	State level	01
National level		International level	

3.25 No. of Extension activities organized

University forum		College forum	05		
NCC	03	NSS	06	Any other	

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

- The NSS Wing of the provides relief materials to flood affected peoples of the District

- The NSS wing of the college has organized a blood donation camp in collaboration with the Teachers' unit of the College.

- The Women Cell of the College has organized an awareness programme on Women empowerment.

- The College has introduced a scheme termed as " Partner school Initiatives", under which the college provides academic support to feeder Higher secondary Schools, viz. Kacharihat Girls' Higher Secondary School and Jamuguri Higher Secondary School. The career counselling cell also organized career motivation programmes in these schools.

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	21	3	RUSA	24
Laboratories	3	0		3
Seminar Halls	1	1	RUSA	2
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	09	10	RUSA & UGC	19
Value of the equipment purchased during the year (Rs. in Lakhs)	65 Lacs	25 Lacs	RUSA	90 Lacs
Others	1 (canteen cum guest house)	1	RUSA	2

4.2 Computerization of administration and library

> (1) Library Automation service has been going on with SOUL 2.0 software.
> (2) A digital segment of the library is functioning with digital D- Space Software.
> (3) Admission process of the college has been computerized.
> (4) Barcoded Student as well as faculty Identity Card has been initiated and linked with institutional website for creating database.
> (5) Free Wifi service has been introduced in the College Library and administrative block.
>
> (6) The whole campus is under CC TV surveillance.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6222	2319728	356	4000	6578	2323728
Reference Books	9174	4543400	101	4088	9275	4547488
e-Books	2120	5000(N List)	---	---	2120	5000(N List)
Journals	11	6400 (Yearly)	--	--	11	6400 (Yearly)
e-Journals	178	5000 (N List)	--	--	178	5000 (N List)
Digital Database						
CD & Video	17	--	--	--	17	--
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	88	3	11	Nil	1	9	17	
Added	02	0	20	01	0	0	0	
Total	90	3	31	01	1	9	17	

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

> (1) A digital segment of the library is operational.
>
> (2) Admission process of the college has been computerized.
>
> (3) A well equipped video conferencing hall has been installed from the RUSA infrastructure grants.
>
> (4) Barcoded Student as well as faculty Identity Card has been initiated and linked with institutional website for creating database.

4.6 Amount spent on maintenance in lakhs :

   i)   ICT   `1.5 lakhs`

   ii) Campus Infrastructure and facilities   `25 lakhs`

   iii) Equipments   `30 lakhs`

   iv) Others   `1.25 lakhs`

Total :   `57.75 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 continued one of the institutions best practices viz. appointing teacher guardian for the students for monitoring overall progression of the students.
> 4. The IQAC also gives instructions to the departments to maintain the records of the outgoing students about their higher study as well as job placement.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
940			25

(b) No. of students outside the state

00

(c) No. of international students

00

Men

No	%
00	00

Women

No	%
940	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
183	30	87	460	2	742	206	42	101	589	02	940

Demand ratio 350:402   Dropout % 10.79 %

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

1. The Career Counselling cell has organized 2 Seminars on how to face the interview board and career after 10+2 .
2. The Career Counselling cell has organized career counselling sessions once in a week.
3. The Career counselling cell has organized one month duration Women Entrepreneurship Development Programme (WEDP) sponsored by Indian institute of Entrepreneurship, Guwahati.

No. of students beneficiaries

400

5.5 No. of students qualified in these examinations

NET [   ]   SET/SLET [   ]   GATE [   ]   CAT [   ]

IAS/IPS etc [   ]   State PSC [   ]   UPSC [   ]   Others [08]

5.6 Details of student counselling and career guidance

> Regular career counselling and guidance programme has been organized by the Career counselling and guidance cell
> The Psychological Counselling Cell is also regularly counselling the needy students.

No. of students benefitted

300

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
00	00	00	08

5.8 Details of gender sensitization programmes

> (1) The women cell of the college has organized an awareness programme for the poor rural women of the district.
>
> (2) The Home Science Department of the college has organized an extension programme on health and nutrition for the rural women at Nikari Gaon .

5.9 Students Activities

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

State/ University level   35   National level   02   International level

No. of students participated in cultural events

State/ University level   25   National level   International level

---

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

Sports : State/ University level [14]   National level [01]   International level [   ]

Cultural: State/ University level [03]   National level [   ]   International level [   ]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	27	39500/-
Financial support from government	861	2545550/-
Financial support from other sources	10	36000/-
Number of students who received International/ National recognitions	02	40000/-

5.11   Student organised / initiatives

Fairs   : State/ University level [03]   National level [   ]   International level [   ]

Exhibition: State/ University level [01]   National level [   ]   International level [   ]

5.12   No. of social initiatives undertaken by the students [05]

5.13 Major grievances of students (if any) redressed: _
 (1) To deal with the increasing demands of student enrolment ,3 new classrooms have been constructed
(2) With the increasing demand for sports facility a large number of sports equipment's have been brought and installed this year.

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

6.3.2 Teaching and Learning

1. Provide special emphasis on using ICT in teaching.
2. Give priority on Student seminar presentation, group discussion as a criteria of Internal assessment
3. Teacher's performance 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

The College gives stress on maintaining a vibrant research culture in the campus. The research and extension cell motivates the teachers for external funded research projects.

6.3.5   Library, ICT and physical infrastructure / instrumentation

1. Library has been fully automated through SOUL software
2. A good number of text as well as reference books are added to the library. Besides, every department have their own departmental library where a good number of books have been stored.
3. A Digital segment of the library is functioning with D-Space digital software.
4. A well-equipped Video Conferencing hall has been installed from the RUSA infrastructure grants.
5. Sports facility has been enhanced by installing a good number of sports equipments from RUSA infrastructure grants.
6. A new Canteen cum Guest House has been constructed from RUSA infrastructure grants.
7. A 100KV Transformer has been installed from UGC GDA grants.

6.3.6   Human Resource Management

1. The college has given special emphasis to the optimum utilization of the Human resources of the institution. Faculty members have been 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 staffs to acquint themselves 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 their economic welfare.
4. The college always encourages the faculty members to participate in various RC's, OP's, STC as well as Seminar and Workshops for improving their academic skill as

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 and staff, 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 interacted with the District Industrial Office for the sanctioning of loans to the youth who have taken and successfully 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 there 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

Nil

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 considered for the action plans of the college for the next year.

6.12 Activities and support from the Parent – Teacher Association

> Parent Teacher Association plays a vital role 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 active participation for the upliftment of the college.

6.13 Development programmes for support staff

> 1. A few number of contractual staff has been recruited to minimize the over burden of the permanent staffs
> 2. An employee welfare scheme named as "Mutual Benefit Fund" has been run for the economic welfare of the support staff.

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

> 1. The college is running successfully a programme titled "Clean College Green College" 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 the free smoking and free tobacco zone.

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) A Digital segment of the central library has been functioning. It helps to enrich the library through e-resources as well as preserving the research works of the faculty members of the college.
>
> (2) A new modernized Video Conferencing Hall has been installed and functioning from this year.

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

(1) The College successfully organized 1st Dibrugarh University inter- college Yoga Competition at the college premise.

(2)   The College has celebrated the 48th Foundation day by organizing various completions like March Pass Competition, Open Quiz competition, essay completion etc. A cleanliness drive as well as special lecture programme has also been organized on this occasion.

(3) The IQAC has organized an institutional level Workshop on Choice Based Credit System.

(4) The College Library has been upgraded by installing D-space software for functioning digital segment of it

(5) The college completed all the projects made though the 2nd instalment of RUSA infrastructure grants.

(6)   The Teachers' Unit has successfully organized a district level inter college teachers badminton meet.

(7)   The college successfully organized a state level and a good number of institutional level seminar for promoting research culture among the students

(8)   The IQAC has organized an International level Workshop cum exhibition programme on "Classical Dance"

(9) The college has successfully facilitated the administrative building and central library with WiFi facility.

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. Appointing "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. Continued the best practice viz. "Clean College, Green College"

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) Introduce additional UG, PG and Vocational courses
Threats: (1) student dropout rate is high.

8. **Plans of institution for next year**

(1) To celebrate the College foundation day as a programme for uplifting the Co-curricular development of the students as well as the means to serve the society
(2) To organize an institutional level Workshop on Life Skill
(3) To organize a National level Faculty Development Programme
(4) To organize both state level as well as institutional level students seminar for promoting research culture among the students'.
(5) To organize a drama workshop and showcase drama production at the college auditorium
(6) To complete the 2nd instalment of RUSA funded infrastructure development projects and initiate the 3rd instalment of RUSA funded infrastructure development projects
(7) To initiate the adopted Village and partner institute schemes
(8) To introduce a state level competition for the college students.

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

General Time Plan & Academic Calendar

Annexure: A

ACADEMIC CALENDAR FOR THE GENERAL DEGREE COLLEGES/ INSTITUTES AFFILIATED TO/ PERMITTED BY DIBRUGARH UNIVERSITY
(FROM JANUARY 2017 TO DECEMBER 2017)
(Notified Vide Memo No.DU/DR-A/APC/16/1784 dated 29.12.2016)

Date(s)	Events/ Activities
2nd January, 2017	1. Commencement of the Even Semester Classes 2. Notification of Class Routine (College & Departmental), Course Plans etc. in the Notice Boards
13th January, 2017 (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
20th - 31st January, 2017	College Week (any seven days)
10th-15th February, 2017	Declaration of the results of the Odd Semester B.A./ B.Sc./ B.Com. Programmes
10th - 25th February, 2017	1st Sessional Examination of the 2nd & 4th and 6th Semester of the B.A./B.Sc./B.Com. Programmes (any four days)
25th – 28th February, 2017	Counseling for the Students of the BA/B.Sc./B.Com Programmes and Mid Semester Feedback Assessment (any one day)
1st March, 2017 (Wednesday)	Last date for notification of 1st Sessional Examination Marks of the 2nd, 4th and 6th Semester BA/ B.Sc./ B.Com Programmes in the Departmental Notice Boards
24th March, 2017 (Friday)	Last date for Form fill-up of the B.A./ B.Sc./ B.Com. End Semester Examinations at the colleges
1st – 8th April, 2017	2nd Sessional Examinations of the B.A./B.Sc./B.Com. Programmes (any four days)
4th April, 2016 (Tuesday)	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
20th April, 2017 (Thursday)	1. Last date for submission of Assignment by the students of BA/ B.Sc./ B.Com Programmes (if any) 2. Completion of the even semester classes of the BA/ B.Sc./ B.Com. Programmes 3. Last date for notification of 2nd Sessional Examination Marks of the BA/ B.Sc./ B.Com Programmes in the Departmental Notice Boards
2nd – 31st May 2017	End Semester Examinations of the BA/ B.Sc./ B.Com. Programmes
5th - 31st May, 2017	Evaluation of Answer Scripts of the B.A./ B.Sc./ B.Com. End Semester Examinations (2nd, 4th & 6th Semester) at the Zones
9th May, 2017 (Tuesday)	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
11th May -30th May, 2017	Admission Notice and Completion of the Admission Process in the BA/B.Sc./B.Com 1st Semester Classes
1st- 30th June, 2017	Admission to the BA/B.Sc./B.Com 3rd & 5th Semester Classes

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7th June, 2017 (Wednesday)	1. Commencement of the Odd 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.
9th June, 2017 (Friday)	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
1st- 31st July, 2017	Mid Semester Vacation for the teaching staff of the colleges
10th – 16th July, 2017	Declaration of the B.A./ B.Sc./B.Com. Even Semester Examination results
1st August, 2017 (Tuesday)	Re-commencement of the 1st, 3rd & 5th Semester Classes of the BA/ B.Sc./ B.Com Programmes
8th-14th August, 2017	1st Sessional Examination of the BA/ B.Sc./ B.Com programmes (any four days)
16th – 23rd August, 2017	Counseling for the BA/B.Sc./B.Com 1st Semester Students and Mid Semester Feedback Assessment (any one day)
16th - 25th August, 2017	Students' Union Election in the Degree Colleges (Any one day)
18th August, 2017 (Friday)	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
19th August, 2017 (Saturday)	Last date for notification of 1st Sessional Examination Marks of the BA/ B.Sc./ B.Com Programmes in the Departmental Notice Boards
1st - 10th September, 2017	Internal Assessment of the BA/ B.Sc./ B.Com Programmes through Seminar/ Group Discussion etc.
26th September, 2017 (Tuesday)	1. Last Date for Assignment Submission by the students (if any) of the BA/B.Sc./B.Com Programmes in the Semester System 2. Last date for Form Fill up of the B.A./ B.Sc./ B.Com End Semester Examinations
2nd – 10th October, 2017	2nd Sessional Examination of the BA/B.Sc./B.Com Programmes (any four days)
4th October, 2017 (Wednesday)	1. Last date for notification of 2nd Sessional (BA/ B.Sc./ B.Com Programmes in the Semester System) Examination Marks in the Departmental Notice Boards 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 3. Completion of the Odd Semester Classes of the B.A./ B.Sc./B.Com Programmes
1st – 30th November, 2017	End Semester Examinations of the BA/ B.Sc./ B.Com Programmes
6th November, 2017 (Monday)	Last date for submission of Internal Assessment marks of the Students of the BA/ B.Sc./ B.Com Programmes to the University
11th Nov.- 9th Dec., 2017	Evaluation of End Semester Answer scripts of the B.A./ B.Sc./ B.Com. Programmes at the Zones
1st -31st December, 2017	Semester End vacation for the teaching staff of the Colleges conducting BA/ B.Sc./ B.Com Programmes

ANNEXTURE II

Student Feedback Form (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 পাঠ্যক্রমৰ পাঠদান নিৰ্দ্ধাৰিত সময়ত সম্পূৰ্ণ কৰাৰ প্রতি দায়বদ্ধতা
Responsibility towards completion of the course within the semester's time frame

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

2. শ্রেণীকোঠাত যথাসময়ত উপস্থিত হোৱাৰ প্রতি দায়বদ্ধতা
Responsibility towards   attending the classroom on time

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

3. পাঠ্যপুথিত সংক্ষিপ্ত ৰূপত আৰু ইংগিতধৰ্মীভাৱে থকা প্রাসংগিক দিশসমূহৰ বিচাৰ-বিশ্লেষণৰ প্রতি দায়বদ্ধতা
Responsibility towards analytically discussing relevant topics present briefly or topics hinted upon in the textbook

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

4. পাঠ্যপুথিত প্রয়োগ হোৱা পৰিভাষাসমূহৰ তাৎপৰ্য ব্যাখ্যাৰ প্রতি দায়বদ্ধতা
Responsibility towards explaining the significance f glossary terms found n the text book

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

6. শিক্ষাৰ্থীসকলক 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 চন্দ্ৰ শইকীয়া	Dr Palash Handique ড° পলাশ সন্দিকৈ	Bipul Kr Rabha বিপুল কুমাৰ ৰাভা	Palki Bhattacharya পাল্কী ভট্টাচাৰ্য	

7. পাঠ্যক্ৰম আৰু বিষয়বস্তু সম্পৰ্কে শিক্ষকজনৰ সাম্যক জ্ঞান সম্পৰ্কে ধাৰণা

Teacher's knowledge on the course and topic of discussion

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

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

Responsibility towards career guidance related to specific course

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

10. শ্ৰেণীকোঠাৰ বাহিৰেও শিক্ষাৰ্থীসকলৰ লগত ব্যক্তিগত যোগাযোগ ৰক্ষাৰ প্ৰতি দায়বদ্ধতা

Responsibility towards maintaining good student relations outside 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	

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

12. দৃশ্য-শ্ৰাব্য (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	

ANNEXTURE: II

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 ছাত্রীৰ 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 প্রধান 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 পুথিভঁৱালৰ 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

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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 ক্ষেত্রত 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 আন্ত:গাঁঠনিৰ 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 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) 72 % the teachers have assessed as excellent by the students regarding their responsibility towards completion of the course, whereas 25 % have assess as good.

(2) 72 % teachers have assessed as excellent by the students regarding their responsibility towards attending the classroom, whereas 20 % have assess as good.

(3) 83 % 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) 75 % 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) 63 % the teachers have assessed as excellent by the students regarding incorporation of humour from the perspective of presentation skill of the teachers, whereas 28 % have assess as good.

(6) 68 % the teachers have assessed as excellent by the students regarding creation of hesitation free environment in the classroom for students to ask questions, whereas 22 % have assess as good.

(7) 79 % the teachers have assessed as excellent by the students regarding their knowledge on the course and topic of discussion, whereas 18 % have assess as good.

(8) 57 % the teachers have assessed as excellent by the students regarding their responsibility towards career guidance related to specific topic, whereas 28 % have assess as good.

(9) 82 % the teachers have assessed as excellent by the students regarding their voice quality, whereas 16 % have assess as good.

(10)   58 % the teachers have assessed as excellent by the students regarding their responsibility towards maintaining good student relation outside the classroom, whereas 30 % have assess as good.

(11)   60 % the teachers have assessed as excellent by the students regarding their active participation in activities related to the college and the department, whereas 27 % have assess as good.

(12)   55 % the teachers have assessed as excellent by the students regarding the use of audio visual aids in the classroom, whereas 25 % have assess as good.

(13)   70 % the teachers have assessed as excellent by the students regarding their overall personality of the teacher, whereas 25 % 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
   Work Phone: 9435526875
   Website: www.hpbgirlscollege.edu.in
   Email: hpbgc1969@gmail.com