ANNUAL QUALITY ASSURANCE REPORT (AQAR)

For the Year 2017-18

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/AQAR2017-18.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)* 2017-2018

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
 vi. AQAR 2016-2017   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   5

2.11 No. of meetings with various stakeholders: No. 5   Faculty 3

Non-Teaching Staff 3   Students 2   Alumni 1   Others 1

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   National 1   State 1   Institution Level 4

(ii) Themes

(1) Organized a MHRD sponsored national level Short Term Programme on " Addressing the Problems in Second language Learning :Special Focus on Assamese and English Teaching in Assam"
(2) Organized a state level students' seminar on " migration and Its Impact on Socio Economic Development of North East India"
(3) Organized an institutional level literary workshop on "Sahityar Srijan Manan aru Pratibimban".

(4) Organized an institutional level workshop on " Teaching Learning Process".

(5) Organized an institutional level workshop on " Skill Development and Low Cost Decorative Articles".

(6) Organized an institutional level seminar on "Life Skill Development"

2.14 Significant Activities and contributions made by IQAC

(1) An institution level workshop on Life Skill has been successfully organized.
(2) A National level MHRD sponsored Faculty development Programme has been organized by Department of Assamese and Department of English.
(3) Two drama workshops have been successfully organized by the Cultural Cell and students' union of the college. The participants of the workshops also showcased a drama performance produced by the Cultural cell of the college

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 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 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	(1) The College has celebrated the 49th Foundation day by organizing various completions like Cultural Rally Competition, Hand written Magazine Competition, Open Quiz competition, essay completion etc. A cleanliness drive, distribution of fruits and sweets to the prisoners of the Golaghat District jail as well as special lecture programme has also been organize on this occasion (2) An institution level workshop on life skill has been successfully organized (3) A National level MHRD sponsored Faculty development Programme has been organized by Department of Assamese and English (4) One state level students seminar and a few number of institutional level students seminar has been organized (5) Two drama workshops have been successfully organized by the Cultural Cell and students union of the college. The participants of the workshops also showcased a drama performance produced by the Cultural cell of the college (6) All the projects set through the 2nd instalment of RUSA infrastructure grant has been completed and the projects under 3rd instalment of the RUSA grants has

(7) To initiate the adopted Village and partner institute schemes (8) To introduce a state level competition for the college students (9) To introduce Science Stream in the College.	also been going on. (7) The College has adopted a village having large population of marginalized sections and also functioning partner school initiatives into two Higher Secondary Schools. (8) The students union of the College has successfully organized 1st B.P. Singh Memorial All Assam Inter College Quiz Competition . (9) The College has introduced Science Stream in the 10+2 level from this year.

* *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 accepted

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	01	01	01	00
Total	18	01	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	13

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.

The College has introduced Science Stream in the 10+2 level from this year

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
26	17	8		01

2.2 No. of permanent faculty with Ph.D.

14

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
01	01	00	00	00	00	00	00	01	01

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	03	12	02
Presented papers	03	07	01
Resource Persons		01	03

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

(1) Organized a MHRD sponsored national level Short Term Programme on " Addressing the Problems in Second language Learning :Special Focus on Assamese and English Teaching in Assam"
(2) Organized an institutional level workshop on " Teaching Learning Process"
 (3) The College has introduced Science Stream in the 10+2 level from this year

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

242 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 started by the department of English, Economic Dairy is initiated by the Department of Economics; 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

05		03

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.	260	3.85%	23.08%	36.54 %	1.92%	65.39%

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

   At the department level mainly the HOD of each department monitors and prepares 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	03
UGC – Faculty Improvement Programme	01
HRD programmes	**05**
Orientation programmes	02
Faculty exchange programme	02
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	03
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	09	03	00	02
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 has stressed on creating 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 as well as to develop a digital database for the research publications and research projects of the faculty members of the college.

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

3.4   Details on research publications

	International	National	Others
Peer Review Journals	02	12	
Non-Peer Review Journals	00	03	
e-Journals	01	01	
Conference proceedings	00	02	

3.5 Details on Impact factor of publications:

Range [1]   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	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.   [02]   Chapters in Edited Books [07]

ii) Without ISBN No.   [02]

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   3000/-

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number		1	1		4
Sponsoring agencies		MHRD	College		College

3.12 No. of faculty served as experts, chairpersons or resource persons   03

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   3 lakhs   From Management of University/College   0.20 lakh

Total   3.20 lakhs

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
07		01	01	03	02	

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   [   ]

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	35	State level	
National level		International level	

3.22 No. of students participated in NCC events:

University level	50	State level	04
National level	18	International level	

3.23 No. of Awards won in NSS:

University level		State level	
National level		International level	

3.24 No. of Awards won in NCC:

University level	21	State level	01
National level	06	International level	

3.25 No. of Extension activities organized

University forum		College forum	12		
NCC	02	NSS	09	Any other	02

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

- The NSS Wing, The Teachers Unit ,The Women Cell, The Department of English and the Department of Political Science of the College organized flood relief camps for the flood affected people of the district.

- The College has initiated adopted village and partner school initiatives schemes and provides academic and intellectual supports to them.

- The NSS wing and the College fraternity have distributed sweets and fruits to the prisoners of the Golaghat Central Jail on the occasion of 49th Foundation Day of the College.

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	24	4	RUSA	28
Laboratories	3	1	RUSA	4
Seminar Halls	2	0	RUSA	2
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	19	10	RUSA	29
Value of the equipment purchased during the year (Rs. in Lakhs)	90 Lacs	10 Lacs	RUSA	1 Crore
Others	2	1	RUSA	3

4.2 Computerization of administration and library

(1) Library Automation service is 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 is functioning well in the College Library and administrative block.
(6) The whole campus is under CC TV surveillance.
(7) The College has introduced online form submission system from this current year.
(8) The college has introduced computerized voting system and counting system in the Annual election of Students Union.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6578	2323728	1032	240000	7510	2563728
Reference Books	9275	4547488	1200	488000	10475	5035488
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	9000	Free (Soul)	8100	Free	17100	Free
CD & Video	17	--	02	--	19	--
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	90	3	31	01	1	9	17	
Added	02	0	2	00	0	0	0	
Total	92	3	33	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) The College has facilitated the Wifi Facility in the Girls' Hostels of the College.
>
> (2) A Training programme for online admission process for the staffs has been initiated.
>
> (3) A training programme for computerized voting process in the students' general election has been organized for the students .

4.6 Amount spent on maintenance in lakhs :

   i) ICT

1 lakh

   ii) Campus Infrastructure and facilities

30 lakhs

   iii) Equipments

10.3 lakhs

   iv) Others

7.5 lakhs

Total :

48.8 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

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1070			25

(b) No. of students outside the state

01

(c) No. of international students

Men

No	%
00	00

Women

No	%
1070	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
206	42	101	589	02	940	239	40	107	682	02	1070

Demand ratio   400:424   Dropout % 9.14 %

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 interviews and career after 10+2.
> 2. The Career Counselling cell is organizing career counselling sessions once in a week.

No. of students beneficiaries

450

5.5 No. of students qualified in these examinations

NET ☐   SET/SLET ☐   GATE ☐   CAT ☐

IAS/IPS etc ☐   State PSC ☐   UPSC ☐   Others 05

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 is also regularly counselling the needy students.

The IQAC has organized a life skill programme for the students of the college.

The psychological Counselling cell has organized a Personality Development programme for the students' of the college.

No. of students benefitted

400

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	05

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 adopted village of the college.
(2) The Home Science Department of the college has organized an extension programme on health and nutrition and sanitation practices for the tribal housewives of Numaligarh.
(3) The students of the college have performed a street drama in various places of the district on domestic violence and dowry. The programme has been initiated by the Women Cell of the college.

5.9 Students Activities

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

State/ University level   48   National level   02   International level

No. of students participated in cultural events

State/ University level | 35 | National level | | International level | |

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

Sports : State/ University level | 15 | National level | | International level | |

Cultural: State/ University level | 10 | National level | | International level | |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	27	39500/-
Financial support from government	885	2735495/-
Financial support from other sources	15	54000/-
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives

Fairs   : State/ University level | 1 | National level | | International level | |

Exhibition: State/ University level | 2 | National level | | International level | |

5.12   No. of social initiatives undertaken by the students | 5 |

5.13 Major grievances of students (if any) redressed:
   (1) To fulfil the increasing demand for new edition course oriented text and reference books a sum of Rs. 7.5 lakhs has been sanctioned to buy books under RUSA infrastructure grants.
   (2) To fulfil the increasing demand of classrooms 4nos of New classrooms have been constructed under RUSA infrastructure grants.

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

6.3.2 Teaching and Learning

> 1. Provide special emphasis on using ICT in teaching.
> 2. Prioritize on Student seminar presentation, group discussion as a criterion of internal assessment.
> 3. Teachers' performance have been monitored through student feedback
> 4. Provide remedial classes for the slow learners
> 5. A Workshop on teaching learning process (Micro teaching and preparation of lesson plans) has been organized.

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 such 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.

6.3.4 Research and Development

> The College has emphasised on maintaining a vibrant research culture in the campus. The research and extension cell motivates the teachers for external funded research projects. The research and extension cell has proposed to publish a research based books by December, 2018

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. Library has been fully 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 Digital segment of the library has been 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 equipment from RUSA infrastructure grants.
6. 4 nos of new Classroom have been constructed from RUSA infrastructure grants.
7. The Auditorium of the college has been renovated from RUSA infrastructure grants.

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 staffs in order to acquaint 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 the economic welfare of them
4. The college always encourgaes the faculty members to participate in 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 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 established link with the District Industrial Office for the sanctioning of loans to the youth 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 considered. 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 taken into consideration for the next year's action plans .

6.12 Activities and support from the Parent – Teacher Association

Parent Teacher Association plays a vital role in determining the plans and programmes of the college. Three Parent members have been appointed as the member of the Governing body. They offer their valuable suggestions 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 best practice programme called "Clean College Green College" that makes the campus eco-friendly.
> 2. Regular cleanliness drive has been organized by the NSS and NCC wings of the College.
> 3. On the occasion of the World Environment day, the IQAC has launched a scheme "Green our College" and planted 1000 Agar saplings in the college campus.

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 work of the faculty members of the college.
>
> (2) College authority has appointed an academic observer for the smooth functioning of classes of the college.
>
> (3) The IQAC has launched a scheme "Green our College" and planted 1000 Agar saplings in the college campus. It helps the campus as a sustainable eco-friendly campus.

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 has celebrated the 49th Foundation day by organizing various completions like Cultural Rally Competition, Hand written Magazine Competition, Open Quiz competition, essay completion etc. A cleanliness drive, distribution of fruits and sweets to the prisoners of the Golaghat District jail as well as special lecture programme has also been organize on this occasion

(2) An institution level workshop on life skill has been successfully organized.

(3) A National level MHRD sponsored Faculty development Programme has been organized by Department of Assamese and the Dept. of English.

(4) One state level students seminar and a few number of institutional level students seminar has been organized

(5) Two drama workshops have been successfully organized by the Cultural Cell and students union of the college. The participants of the workshops also showcased a drama performance produced by the Cultural cell of the college.

(6) All the projects set through the 2nd instalment of RUSA infrastructure grant has been completed and the projects under 3rd instalment of the RUSA grants has also been going on

(7) The College has adopted a village having large population of marginalized sections and also functioning partner school initiatives into two Higher Secondary Schools.

(8) The students union of the College has successfully organized 1st B.P. Singh Memorial All Assam Inter College Quiz Competition .

(9) The College has introduced Science Stream in the 10+2 level from this year

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) Minimizing of power consumption by replacing the high powered bulb into LED and CFL bulbs

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

7.4 Contribution to environmental awareness / protection

1.   Organize an awareness programme on Plastic Pollution on World Environment Day.

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

3. The IQAC has launched a scheme "Green our College" and planted 1000 Agar saplings in 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 relationship between students and teachers
         (3) Catering to educational needs of rural students
Weakness: (1) No Academic and Administrative Audit
Opportunity: (1) Introduction of additional UG, PG and Vocational courses
Threats: (1) Sustaining quality of education over a period of time

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 Choice Based Credit System in Undergraduate Level
(3) To organize a Teachers Training / 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 3rd instalment of RUSA funded infrastructure development projects.
(7) To continue the functioning of the adopted Village and partner institute schemes
(8) To organize a state level competition for the college students
(9) To conduct an academic and Administrative audit from the external experts
(10) To conduct an environmental audit by the external agency
(11) To improve the infrastructure facility through installing more smart classroom and ICT enabled class rooms

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

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Academic Calander

General Time Plan & Academic Calendar

Information Brochure
2018-2019

Enclosure: A
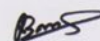
ACADEMIC CALENDAR FOR THE GENERAL DEGREE COLLEGES/ INSTITUTES AFFILIATED TO/ PERMITTED BY DIBRUGARH UNIVERSITY
(FROM JANUARY 2018 TO DECEMBER 2018)
(Notified Vide Memo No.DU/DR-A/APC/17/ 2054-A dated 29.12.2017)

Date(s)	Events/ Activities
1st January, 2018	1. Commencement of the Even Semester Classes 2. Notification of Class Routine (College & Departmental), Course Plans etc. in the Notice Boards
20th- 31st January, 2018	College Week (any seven days)
9th -15th February, 2018	Declaration of the results of the Odd Semester B.A./ B.Sc./ B.Com. Programmes
16th – 23rd February, 2018	1st Sessional Examination of the 2nd & 4th and 6th Semester of the B.A./B.Sc./B.Com. Programmes (any four days)
26th – 28th February, 2018	Counseling for the Students of the B.A./B.Sc./B.Com Programmes and Mid Semester Feedback Assessment (any one day)
2nd March, 2018 (Friday)	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
23rd March, 2018 (Friday)	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
2nd – 9th April, 2018	2nd Sessional Examinations of the B.A./B.Sc./B.Com. Programmes (any four days)
20th April, 2018 (Friday)	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 2018	End Semester Examinations of the BA/ B.Sc./ B.Com. Programmes
31st May, 2018 (Thursday)	Last date for submission of Internal Assessment marks and Practical Examination marks of the 2nd, 4th & 6th Semester Students of the B.A./ B.Sc./ B.Com Programmes to the University
11th May -30th May, 2018	Admission Notice and Completion of the Admission Process in the BA/B.Sc./B.Com 1st Semester Classes
1st- 30th June, 2018	Admission to the BA/B.Sc./B.Com 3rd & 5th Semester Classes
7th June, 2018 (Thursday)	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.

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Date	Event
1st - 31st July, 2018	Mid Semester Vacation for the teaching staff of the colleges
10th – 16th July, 2018	Declaration of the B.A./ B.Sc./B.Com. Even Semester Examination results
1st August, 2018 (Wednesday)	Re-commencement of the 1st, 3rd & 5th Semester Classes of the BA/ B.Sc./ B.Com Programmes
8th-14th August, 2018	1st Sessional Examination of the BA/ B.Sc./ B.Com programmes (any four days)
16th – 23rd August, 2018	Counseling for the BA/B.Sc./B.Com 1st Semester Students and Mid Semester Feedback Assessment (any one day)
16th - 25th August, 2018	Students' Union Election in the Degree Colleges (Any one day)
17th August, 2018 (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
18th August, 2018 (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, 2018	Internal Assessment of the BA/ B.Sc./ B.Com Programmes through Seminar/ Group Discussion etc.
26th September, 2018 (Wednesday)	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 Submission of the filled in Examination Forms of the BA/ B.Sc./ B.Com End Semester Examinations by the Colleges at the University
1st – 9th October, 2018	2nd Sessional Examination of the BA/B.Sc./B.Com Programmes (any four days)
23th October, 2018 (Tuesday)	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. Completion of the Odd Semester Classes of the B.A./ B.Sc./B.Com Programmes
1st – 30th November, 2018	End Semester Examinations of the BA/ B.Sc./ B.Com Programmes
30th November, 2018 (Friday)	Last date for submission of Internal Assessment marks and Practical Examination marks of the Students of the BA/ B.Sc./ B.Com Programmes to the University
1st -31st December, 2018	Semester End vacation for the teaching staff of the Colleges conducting BA/ B.Sc./ B.Com Programmes

(Dr. B.C. Borah)
Deputy Registrar (Academic)
Dibrugarh University

ANNEXTURE II

Students 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 নির্দ্ধাৰিত সময়ত সম্পূর্ণ 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 ভট্টাচার্য	

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 ভট্টাচার্য	

3. পাঠ্যপুথিত সংক্ষিপ্ত ৰূপত আৰু ইংগিতধর্মীভাৱে 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 ভট্টাচার্য	

4. পাঠ্যপুথিত প্রয়োগ হোৱা পৰিভাষাসমূহৰ তাৎপর্য 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 ভট্টাচার্য	

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	

৪. নিৰ্দ্ধাৰিত 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 (পুথিভঁৱাল, 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 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 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 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 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
Parents Feedback Form
FEEDBACK CELL

H.P.B.GIRLS' COLLEGE, GOLAGHAT

GURDEANT'S FEEDBACK

অভিভাৱকৰ নাম ....

Guardians Name ....

মহাবিদ্যালয়ত অধ্যয়নৰত ছাত্ৰীৰ নাম ....

Name of the student ....

শ্ৰেণী class ....

(অনুগ্ৰহ কৰি তলত দিয়া প্ৰশ্নকেইটাৰ বিপৰীতে আপোনাৰ মতামত দাঙি ধৰিব   Plz. give your opinion against the question given bellow)

1. আপোনাৰ ছোৱালীৰ অধ্যয়নৰ বাবে এই মহাবিদ্যালয়খন নিৰ্বাচন কৰাৰ বিশেষ কাৰণ আছে নেকি ?

   Is there any special reason for selecting this college for the study of your girl?

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2. মহাবিদ্যালয়খনত আপোনাৰ ছোৱালীয়ে উপযুক্ত শিক্ষা /তত্বাবধান পায় বুলি আপুনি ভাৱেনে ? যদি নাভাৱে কিয় ?

   Do you think that your girl gets appropriate education & guidance in this college? If not what are the reasons?

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3. আপোনাৰ ছোৱালীয়ে উচ্চ-শিক্ষাৰ লগত জড়িত কোনো চৰকাৰী বা মহাবিদ্যালয়ৰ বৃত্তি পায় নে ? মহাবিদ্যালয় পর্যায়ত এনে কি কি বৃত্তি আপোনাৰ ছোৱালীয়ে পাব পাৰে এই বিষয়ে আপুনি অৱগতনে ?

Have your girl gets any govt. or college scholarship? Do you know are the scholarships running for college students?

……

……

4. আপোনাৰ ছোৱালীয়ে মহাবিদ্যালয়ৰ কি সহ-পাঠ্যক্রম নির্বাচন কৰিছে ? মহাবিদ্যালয়ত কি কি সহ-পাঠ্যক্রম প্রচলন আছে এই বিষয়ে আপুনি আৱগত নে ?

What is/ are the co-curricular activities selected by your girl? Do you know what are the co-curricular activities are running in the college?

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5. পাঠ্যক্রমৰ উপৰিও বিশেষ কোনো ক্ষেত্রত আপোনাৰ ছোৱালীৰ দক্ষতা আছে বুলি আপুনি ভাৱেনে ? ক্ষেত্রসমূহ কি কি ?   এনে ক্ষেত্রৰ উত্তৰণত মহাবিদ্যালয়খনে সঠিক ভূমিকা লৈছে বুলি আপুনি ভাৱেনে ?

Do you think that your girl has special quality above all the regular curriculum? What is/are the area/s ?   Do you think that the college has take appropriate measure for the upliftment of such quality?

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6. ছাত্রীসকলৰ অগ্রগতিৰ মূল্যায়ণৰ বাবে মহাবিদ্যালয়খনৰ নিয়মীয়া ভাৱে অভিভাৱক সভা অনুষ্ঠিত হয় বুলি আপুনি ভাৱেনে ? আপুনি এনে অভিভাৱক সভাত যোগদান কৰেনে ?

Do you think that the college has organized guardian meeting regularly? Have you participated in such meeting?

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7. ছাত্রীসকলৰ অভাৱ-অভিযোগ বা অন্যান্য প্রসংগত আপুনি বিভাগীয় শিক্ষক অথবা মহাবিদ্যালয়ৰ কৰ্তৃপক্ষৰ লগত যোগাযোগ ৰাখেনে ?

Do you keep contact regularly with concern teacher or with college administration regarding your student?

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8. মহাবিদ্যালয়খনত শ্ৰেণীৰ পাঠদান নিয়মীয়াকৈ হয় বুলি আপুনি ভাৱেনে ?

   Do you think that classes are held on regularly in the college?

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9. অভিভাৱক হিচাপে মহাবিদ্যালয়খনৰ কোন কেইটা দিশে আপোনাৰ মনত সন্তোষ জন্মায় ?

   What are the areas as a guardian you fill satisfied about this college?

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10. মহাবিদ্যালয়খনে অধিক উত্তৰণৰ বাবে কোন কেইটা দিশত বিশেষ চকু দিয়া উচিত বুলি আপুনি ভাৱে ?

    What are the areas the college should special taken care off for more upliftment?

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11. মহাবিদ্যালয়ৰ কোনো বিশেষ শিক্ষক বা কৰ্মচাৰীৰ প্ৰতি আপোনাৰ বিশেষ অভিযোগ আছে নেকি ?

    Is there any special complain against any teacher/teachers or employees of this college?

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12. অনুগ্ৰহ কৰি মহাবিদ্যালয়খনৰ বিষয়ে এটি চমু আৰু সামগ্ৰিক মূল্যায়ণ আগবঢ়াওক

    Plz. give an overall and brief opinion about this college.

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ANNEXTURE:V
Analysis of Feedback

Students Feedback:

(1) 73 % the teachers have assessed as excellent by the students regarding their responsibility towards completion of the course, whereas 22 % have assess as good.

(2) 80 % teachers have assessed as excellent by the students regarding their responsibility towards attending the classroom, whereas 15 % have assess as good.

(3) 82 % 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 20 % have assess as good.

(5) 68 % the teachers have assessed as excellent by the students regarding incorporation of humour from the perspective of presentation skill of the teachers, whereas 24 % have assess as good.

(6) 65 % the teachers have assessed as excellent by the students regarding creation of hesitation free environment in the classroom for students to ask questions, whereas 25 % have assess as good.

(7) 70 % the teachers have assessed as excellent by the students regarding their knowledge on the course and topic of discussion, whereas 25 % have assess as good.

(8) 65 % 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) 80 % the teachers have assessed as excellent by the students regarding their voice quality, whereas 16 % have assess as good.

(10) 50 % the teachers have assessed as excellent by the students regarding their responsibility towards maintaining good student relation outside the classroom, whereas 35 % have assess as good.

(11) 66 % 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) 58 % 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) 82 % the teachers have assessed as excellent by the students regarding their overall personality of the teacher, whereas 16 % 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

Guardian Feedback:

(1) All the respondents have urged that the congenial academic environment of the college is the special reason for selecting this college for the study of his/her daughter.

(2) Most of the respondents have thought that his/her daughter gets appropriate education & guidance in this college.

(3) 60 % of the respondents have aware about the government scholarship. But only 40% of the respondents have aware about the college sponsored scholarships

(4) Most of the respondents have unaware about the co-curricular activities running in the college.

(5) Most of the respondents have participated the guardian meeting held in the college.

(6) Most of the respondents do not contact with concern teacher or with college administration regarding his/her daughter's academic progress.

(7) All the respondents have feels that the classes are held regularly in the college.

ANNEXTURE: VI

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:VII

Best Practice No-2:

Format for Presentation of Best Practice:

1. ***Title of the Practice:***
   Minimizing the Power Consumption
2. ***Goal:***
   (c) To minimize the power consumption of the college by replacing the high powered bulb into LED and CFL bulbs, so that the energy consumption of the college has been minimized as well as recurring cost on electricity consumption can also be minimize.
3. ***The Context:***
   Extensive use of high powered bulbs has increased the power consumption of the college, which also increases the recurring cost of the institution. To minimize the annual expenditure on energy consumption of the college, this practice has been taken into consider.
4. ***The Practice:***
   At the beginning of the session all the high powered bulbs have been replaced by the low energy consuming LED bulbs or CFL bulbs. Only LED bulbs and low consuming tube lights are used in the newly constructed projects of the college. In near future the college has planned to use alternative energy resources such as solar energy plans in the college campus.
5. ***Evidence of Success:***
   (c) By replacing the high powered bulbs into LED bulbs, the energy consumption has been tremendously minimised, for which recurring expenditure on power consumption of the college has also decrease. The surplus amount of the same has been able used to some other developmental works of the college.
6. ***Problems Encountered and Resources Required:***
   As the price of the LED bulbs are quite high it is very much difficult for the college to arrange the seed money at a time. So, all the high powered bulbs are not able to replace yet.
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